

[Company Header/Logo]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

**Subject: Verification of Information Technology Security Certification**

To Whom It May Concern,

This letter serves to formally verify that [Employee Full Name] is currently employed at [Company Name] as a [Job Title] and holds the following Information Technology Security certification(s):

- **Certification Name:** [e.g., CISSP, CompTIA Security+, CEH]
- **Certification ID:** [Insert ID Number]
- **Date Achieved:** [Insert Date]
- **Expiration Date:** [Insert Date, if applicable]

The aforementioned certification has been authenticated against the records provided by the issuing body, [Name of Issuing Organization, e.g., (ISC)<sup>2</sup>, CompTIA]. This credential confirms that the individual has met the professional standards and requirements necessary to maintain specialized knowledge in the field of information security.

If you require further information or additional documentation regarding this certification, please contact the Human Resources Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Verifier]

[Title]

[Company Name]