



**EMPLOYEE AUTHORIZATION FOR REFERENCE RELEASE**

(Include in termination package or obtain during exit interview.)

Date:

To: Human Resources

I hereby authorize {Company/Organization} to release the following information regarding my employment with {Company/Organization}.

Dates of Employment

Position

Attendance

Salary

Performance

Eligibility for Rehire

Signature: \_\_\_\_\_

Printed Name of Employee \_\_\_\_\_

To request a free 30-minute consultation on how to safely provide accurate references for former employees, [click here](#).