

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.

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