Employee Authorization For Reference Release



(Include in termination package or obtain during exit interview)

To: Human Resources

I hereby authorize XXX to release the following information regarding my employment with XXX.

☐ Dates of Employment

☐ Position

☐ Attendance

☐ Salary

☐ Performance

☐ Eligibility for Rehire

Employee Name (please print):_____

Employee Signature: _____ Date: _____/_____/_____