## **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: \_\_\_\_/\_\_\_\_