



EMPLOYEE AUTHORIZATION FOR REFERENCE RELEASE
(To be completed by exiting employee)

Date: _____

To: Human Resources Representative

Organization Name: _____

Address: _____

Fax Number: _____

I authorize the organization named above to release the following information regarding my employment with said organization. I release and hold harmless the organization and its employees from liability with regard to the following information that I authorize for release.

- Dates of Employment
- Position
- Attendance History
- Salary History
- Job Performance
- Eligibility for Rehire
- Other (Specify) _____

Employee Name: _____

Employee Signature: _____