

# Reference Release Authorization- Post Employment

(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 of Employee: \_\_\_\_\_

\_\_\_\_\_

Printed Name of Employee