Permission to share employment details

Subject: Employment Verification Authorization

Dear [HR/Employer Name],

I, [Employee Name], authorize [Current/Former Employer] to release my employment verification details including job title, dates of employment, and performance to [Recipient Name or Organization].

This authorization is effective immediately and valid for [Duration].

Thank you for your assistance in this matter.

Regards,

[Employee Name]

[Contact Information]

Get more templates here:

https://www.lettersandtemplates.com/letters/authorization-letter-to-release-information