

Sample Authorization for Release of Employment Information

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Previous Employer's Name] to release employment information about me, including but not limited to job title, dates of employment, and performance evaluations, to [Recipient's Name and Address], for the purpose of [Specify Purpose, e.g., background check, reference].

I grant permission for the release of the specified employment information.

Please consider this letter as my formal authorization for the release of employment information.

Sincerely,

[Your Signature]

[Your Printed Name]

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