

**Date:** [Insert Date]

**To:** [Recipient Name/Organization Name]

**Address:** [Recipient Address]

**Subject: Authorization to Release Information for Reference Check**

To Whom It May Concern,

I, [Your Full Name], am currently applying for a position with [Prospective Employer Name]. As part of their hiring process, I hereby authorize [Current/Former Employer Name] to release information regarding my employment history and professional performance.

This authorization includes, but is not limited to, the following information:

- Dates of employment
- Position(s) held and primary responsibilities
- Performance evaluations and professional conduct
- Salary history (if applicable and permitted by law)
- Reason for leaving
- Eligibility for rehire

I hereby release [Current/Former Employer Name], its officers, and employees from any and all liability or claims that may arise from providing this information to [Prospective Employer Name].

A photocopy or electronic version of this signed authorization shall be considered as valid as the original.

Thank you for your cooperation.

Sincerely,

[Signature]

[Your Printed Name]

[Your Social Security Number/Employee ID - Optional]

[Your Phone Number]

[Your Email Address]