

Employee Consent to Release Information Form Sample

This **Employee consent to release information form sample** provides a clear and legally compliant template for obtaining employee permission to share personal or professional details. It ensures transparency and protects both employer and employee rights during information exchange. Utilizing this form helps streamline verification processes and maintain trust in workplace communications.

Employee Consent to Release Information

I, , hereby authorize to release the following information about me:

- ☐ Employment Verification
- ☐ Position Title
- ☐ Dates of Employment
- ☐ Salary Information
- ☐ Reason for Leaving
- ☐ Other (specify):

This information may be released to:

Purpose of release:

I understand that I have the right to revoke this consent at any time by providing a written notice to my employer. I acknowledge that this consent is provided voluntarily and was not required as a condition of my employment.

Employee Signature:

Date: