

# Employee Release Authorization Form

The **Employee Release Authorization Form** is a vital document that grants permission to share specific employee information with authorized parties. This sample template simplifies the process, ensuring compliance with privacy regulations while maintaining clear communication. Using a standardized form helps streamline HR operations and safeguard sensitive data.

**Employee Name:**

**Employee ID#:**

**Department:**

**Position:**

**Information Authorized to Release To:**

**Type of Information to Release:**

(e.g., employment status, salary, dates of employment, etc.)

**Purpose of Release:**

(e.g., reference check, loan application, etc.)

**Authorization Expiry Date:**

**Employee Declaration:**

I, the undersigned, hereby authorize the release of my specified information as indicated above to the parties named, for the purposes stated. I understand that I may revoke this authorization in writing at any time.

**Employee Signature:**

**Date:**