

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:

Name/Organization

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:

Sign here

Date: