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| |  | | --- | |  | | **Authority Letter**  Release Information | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | Dear [Employer's Name],  I, [Your Name], hereby authorize [Company/Organization Name] to release my employment information to [Third Party's Name], for the purpose of [state the purpose, e.g., job application, reference check, etc.].  The information to be released may include my job title, employment dates, salary, and any other relevant details related to my employment at [Company/Organization Name].  This authorization is valid for [duration] from the date of this letter and will automatically expire after that period, unless otherwise specified or revoked in writing.  Please handle the information with confidentiality and ensure that it reaches the intended recipient securely.  If you require any additional information or have any concerns, please contact me at [Your Email Address] or [Your Phone Number].  Thank you for your cooperation.  Sincerely,  [Your Full Name]  [Your Signature] | |