

Date: _____

To Whom It May Concern,

I, [Your Name], hereby authorize [Company Name] to conduct a reference check as part of the employment verification process for the position of [Job Title].

Feel free to contact my previous employers and references listed below:

- **Reference 1:** [Name, Title, Company, Phone, Email]
- **Reference 2:** [Name, Title, Company, Phone, Email]
- **Reference 3:** [Name, Title, Company, Phone, Email]

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]