

Employer Authorization for Job Reference

Date: [Insert Date]

To Whom It May Concern,

This letter serves as an official authorization for [Employee's Name], who was employed with [Company Name] from [Start Date] to [End Date] in the position of [Job Title].

We hereby authorize [Reference's Name/Contact] to provide a job reference for [Employee's Name] upon request. Please feel free to contact [Reference's Name] at [Reference's Contact Information] for any inquiries related to [Employee's Name]'s employment and performance.

Thank you for your attention to this matter.

Sincerely,

[Employer's Name]
[Employer's Title]
[Company Name]
[Company Address]
[Phone Number]
[Email Address]