

Letter Of Recommendation Permission

I give permission for _____ to write a Letter of recommendation to:
(Faculty name)

Company Name
Specific Person Receiving
Company Address
Company City, State and Zip

(Faculty name)

has my permission to include information about the following in the letter (check all that is applicable):

- Tardiness/absenteeism
- Use of leave privileges
- Work relationships with co-workers and the public
- Details concerning work habits
- Quality of work performance (rating on performance evaluation)
- Grades
- GPA
- Class Rank

I understand that the information released will be honest, accurate, and consistent with written performance evaluations.

I **waive / do not waive my right to review a copy of this letter at any time in the future.**

Print student name

Date

Student signature

Major