

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Outside Employment Agreement

I am writing to formally request approval for my outside employment as [Position/Job Title] with [Outside Company Name] while I continue my role at [Your Company Name].

The details of this outside employment are as follows:

- ****Position****: [Your Position at Outside Company]
- ****Company****: [Outside Company Name]
- ****Hours Worked****: [Days and Hours of Employment]
- ****Job Responsibilities****: [Brief Description of Duties]

I assure you that this outside employment will not conflict with my obligations at [Your Company Name] and that I will adhere to all company policies regarding outside work.

Please let me know if you require any further information or documentation. I look forward to your approval.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]