

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request approval for outside employment. I have been offered a [job title] position at [Company Name] and would like to pursue this opportunity while maintaining my current role at [Your Current Company Name].

The position at [Company Name] involves [brief description of the job], which I believe will not conflict with my current responsibilities. I am committed to ensuring that my performance at [Your Current Company Name] remains my top priority.

I appreciate your consideration of my request and am happy to discuss this in more detail or provide any needed information. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Current Company Name]