

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for outside employment. I have been offered a position as [Job Title] at [Company/Organization Name] and would like to ensure that this opportunity aligns with my current role at [Your Company's Name].

I want to assure you that my commitment to [Your Company's Name] will remain my top priority, and I will continue to fulfill my responsibilities effectively. My proposed schedule with the outside employment will not interfere with my obligations here, as I plan to work [provide details about hours and schedule].

Please let me know if there are any forms or additional information you require to consider this request. I appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Job Title]
[Your Department]