

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my intention to engage in outside employment. In accordance with our company's policies and compliance regulations, I would like to provide you with the necessary details regarding this employment.

****Nature of Outside Employment****

- Position: [Job Title]
- Company: [Outside Employer's Name]
- Description of Duties: [Brief Description of Duties]
- Schedule: [Days and Hours of Work]

I have confirmed that this outside employment does not conflict with my responsibilities at [Your Company Name] and adheres to the guidelines outlined in our employee handbook regarding outside work.

I am committed to maintaining my performance and responsibilities at [Your Company Name] while fulfilling my obligations to my outside employer.

Please let me know if you require any additional information or documentation.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]