

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Outside Employment Confirmation

This letter serves to confirm that you, [Employee's Name], are currently employed with [Company Name] as a [Job Title]. Your employment commenced on [Start Date], and you have consistently demonstrated a high level of professionalism and dedication to your role.

As per your recent request, we acknowledge that you have informed us of your intention to pursue outside employment with [Other Employer's Name/Description]. We confirm that this outside employment will not interfere with your responsibilities and commitments at [Company Name], provided it complies with our company's policies.

Please ensure that your duties at [Other Employer's Name] do not conflict with your obligations here or create any potential conflicts of interest. Should you have any further questions or require additional confirmation, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]