

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally disclose a potential conflict of interest regarding outside employment. I have recently accepted a position with [Name of the Outside Company/Organization] as [Your Job Title or Role]. This work involves [briefly describe the nature of the work], and I want to ensure that it does not interfere with my responsibilities at [Your Company/Organization].

I value my position at [Your Company/Organization] and am committed to upholding the integrity and standards expected of me. If necessary, I am open to discussing any adjustments or measures that may need to be taken to mitigate this situation.

Thank you for your understanding. I look forward to your guidance on this matter.

Sincerely,

[Your Name]
[Your Job Title]