

[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 am writing to formally disclose my engagement in outside employment, as required by [Company's Policy/Handbook/Name of Relevant Policy].

I am currently employed as [Your Job Title] at [Your Company Name] and have taken on an additional role as [Outside Job Title] at [Outside Company Name]. My employment at [Outside Company Name] started on [Start Date], and I work there [briefly describe the hours or schedule, e.g., "on weekends" or "remotely a few hours during the week"].

I want to assure you that this outside employment will not interfere with my responsibilities at [Your Company Name]. I am committed to maintaining performance and productivity in my role here.

Please let me know if there are any forms or additional information needed regarding this disclosure.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]