

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to pursue outside employment. This decision has been made after careful consideration, and I want to ensure transparency with the company regarding my plans.

The position I am considering is with [Name of the Company/Organization] in the role of [Job Title/Position], which is [briefly explain the nature of the work or field]. I believe this opportunity will provide valuable experience that can enhance my skills and contribute positively to my current role at [Company's Name].

In accordance with company policy, I wanted to inform you and ensure that this outside employment does not create a conflict of interest or affect my responsibilities at [Company's Name]. I am committed to maintaining my performance and dedication to my duties here.

Please let me know if you need any further information or if we need to discuss this matter in detail.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]