

[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 message finds you well. I am writing to formally notify you of my intention to pursue outside employment while maintaining my current role at [Your Company Name].

I believe that this opportunity will not interfere with my responsibilities and performance at [Your Company Name]. I am committed to ensuring that my duties and obligations here remain my top priority. Please let me know if you require any additional information or if there are forms I need to complete as part of this notification process.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]