

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

[Supervisor's Name]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request permission to engage in outside employment while I continue to fulfill my responsibilities at [Company's Name].

The position I am considering is [Job Title or Brief Description of Position] with [Name of Other Company], which would require me to work [days/hours of the week]. I want to assure you that I will maintain my commitment to my current role and ensure that my performance at [Company's Name] remains unaffected.

I believe that this opportunity will not interfere with my duties, and I am willing to discuss any concerns you may have regarding this matter. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]