

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally acknowledge receipt of the [Company Name] Outside Employment Policy. I have reviewed the policy and understand its guidelines and implications regarding outside employment while being a member of the [Company Name] team.

I appreciate the company's commitment to transparency and the importance of maintaining our professional responsibilities. I will ensure that any outside employment I pursue will not conflict with my obligations at [Company Name], and I will complete any necessary disclosures as required.

Thank you for providing clarity on this matter. Please feel free to reach out if you need any further information from my side.

Sincerely,

[Your Name]
[Your Job Title]
[Employee ID (if applicable)]