

[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 hope this message finds you well. I am writing to formally request permission to engage in outside employment.

The role I am interested in [briefly describe outside job or opportunity], and I believe it will [mention how it aligns with your skills, career goals, or personal interests].

I want to assure you that I remain committed to my responsibilities at [Company Name] and will ensure that my performance will not be affected by this outside engagement.

I would appreciate your consideration of my request and welcome any discussion regarding this matter. Thank you for your understanding and support.

Sincerely,

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