

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

[Manager's Name]  
[Company's Name]  
[Company's 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 while continuing my role at [Your Company].

The opportunity I am considering is with [Name of Outside Employer], where I would [Brief Description of Job Responsibilities]. I believe this experience could enhance my skills and contribute positively to my performance at [Your Company].

I want to assure you that I remain committed to my responsibilities here and will ensure that my outside work does not interfere with my commitments at [Your Company]. I am prepared to discuss how I will manage my time effectively to fulfill my obligations.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]