

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

Dear [Recipient Name],

I am writing to provide an update regarding my outside employment status as part of my commitment to transparency and adherence to company policies.

As of [start date], I am engaged in outside employment at [Name of Outside Company/Organization], serving in the capacity of [Your Position/Title]. This role involves [brief description of your duties or responsibilities], and I have ensured that my work in this position does not conflict with my responsibilities at [Your Company Name].

I remain dedicated to fulfilling my obligations to [Your Company Name] and ensuring that my performance and productivity are not compromised by my outside employment. I am committed to maintaining open communication regarding this matter and am available to discuss any concerns you may have.

Thank you for your understanding.

Sincerely,

[Your Name]