

Approval Letter for Outside Job Search Efforts

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Approval for Outside Job Search Efforts

Dear [Employee's Name],

This letter is to formally acknowledge your request for approval to pursue outside job search efforts. After reviewing your circumstances, I am granting you permission to seek external employment opportunities.

We appreciate your openness regarding your career goals, and we support your decision to explore new possibilities that align with your professional aspirations.

Please ensure that your job search does not interfere with your current responsibilities. If you need any adjustments to your schedule to accommodate interviews or job-related activities, do not hesitate to reach out.

Best wishes in your job search. We hope to see you find a position that fulfills your needs and desires.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]