

# Approval Letter for Second Employment Position

Date: [Insert Date]

To: [Employee's Name]

[Employee's Job Title]

[Company/Organization Name]

[Company Address]

Dear [Employee's Name],

We are pleased to inform you that your request for approval to pursue a second employment position has been granted. It is appreciated that you have taken the initiative to seek additional opportunities that align with your career growth.

As per our discussion, we would like to remind you of the following conditions:

1. Your primary responsibilities at [Company/Organization Name] shall remain your top priority.
2. You must ensure that your performance and productivity are not affected by your secondary employment.
3. Any potential conflicts of interest should be reported immediately.

We trust that you will adhere to these guidelines while managing both positions. Should you have any questions or need further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company/Organization Name]

[Contact Information]