

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Notice of Intent to Seek Additional Employment – Moonlighting

Dear :

I am writing this letter to inform you of my intent to seek additional employment. Due to my current financial situation, it is imperative that I seek additional employment to supplement my income. However, this will not interfere with my current employment at Name of Company.

I appreciate your understanding in this matter.

Sincerely,

N A M E