

To: [Employer Name / HR Department]

From: [Your Full Name]

Date: [Current Date]

Subject: Disclosure of Outside Business Activity

Dear [Manager Name or HR Representative],

I am writing to formally disclose my involvement in an outside business activity, [Business Name], which I operate on a part-time basis. As I transition this side hustle into a formal small business structure, I wish to ensure full transparency and confirm that my activities remain in compliance with my employment agreement.

Regarding this business, I hereby affirm the following:

- **Non-Competition:** The services provided by [Business Name] do not compete with the core business functions or clients of [Employer Name].
- **Company Resources:** I do not use company time, equipment, software, or proprietary data to conduct my private business affairs.
- **Conflict of Interest:** My business activities do not interfere with my primary job duties, performance, or professional judgment at [Employer Name].
- **Intellectual Property:** All intellectual property created for my business is developed entirely outside of my working hours and without the use of company resources.

I am committed to maintaining my high standard of performance in my role as [Your Job Title]. Please let me know if there are any specific forms I need to sign or if you require further clarification regarding this disclosure.

Thank you for your support and for acknowledging this notification.

Sincerely,

[Your Signature]

[Your Printed Name]