

Letter Asking Permission to Do Something

Dear ----- [Name],

I have been employed by your company on a full-time basis as an intern since [date of employment]. I also receive a stipend of [amount] every month, which is generous. But as you know in these times of inflation, the stipend is not enough to meet my expenses and other financial obligations.

I have requested before to increase my pay but my request was declined by human resources. In light of events, I have been left with no choice but to look for another part-time job. I have applied to [name of company] to work as a [position] during the night. Yesterday I received a call that I am selected and have gotten the job.

Hereby, I officially request you to permit me to take this job. I assure you it will not mean any productivity issues in this office. I will be attending the office full time, but will not be available for over-time. I have also talked with my colleagues. 2 of them are ready to fill in for me after hours whenever required. Please accept my plea and permit me to take this part-time job.

Thank you in advance.

Regards,

