**Template letter 1 - Approval of outside work:**

Dear [Name]

Further to your Conflict of Interest - Outside Work request dated [XX/XX/XX], I am writing to formally confirm that this has been approved.

You must now formally declare this outside work by updating your Outside Work tab on My ERP. Please refer to the [MyERP guidance](https://uob.sharepoint.com/sites/myerp/SitePages/declaring-outside-work.aspx) for details. This is important to enable the University to undertake future monitoring and review.

Please note that all outside work is reviewed annually to ensure permissions remain appropriate. Should the circumstances surrounding your outside work activity change over the course of the next year you should bring this to my attention as soon as possible.

**[Name]**

**[Head of School / School/section manager]**

**Template letter 2 - Approval of outside work subject to conditions:**

Dear [Name]

Further to your Conflict of Interest - Outside Work request dated [XX/XX/XX], I am writing to formally confirm that this has been approved, subject to the following conditions;

* <INSERT CONDITIONS>

You must now formally declare this outside work by updating your Outside Work tab on My ERP. Please refer to the [MyERP guidance](https://uob.sharepoint.com/sites/myerp/SitePages/declaring-outside-work.aspx) for details. This is important to enable the University to undertake future monitoring and review.

Please note that all outside work is reviewed annually to ensure permissions remain appropriate. Should the circumstances surrounding your outside work activity change over the course of the next year you should bring this to my attention as soon as possible.

**[Name]**

**[Head of School / School/section manager]**

**Template letter 3 – Reasons for non-approval of outside work:**

Dear [Name]

Further to your request to carry out outside work, I have reviewed your applications and I am unable to approve your request for the following reasons:

* <INSERT REASONS>

You have a right to appeal against this decision. If you wish to do so, you should submit your appeal in writing to the HR Director within 14 days of receipt of this letter. Please see the [Outside Work policy](http://www.bris.ac.uk/hr/policies/outside-work/) for further details.

**[Name]**

**[Head of School / School/section manager]**