

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee Address]

**Subject: Acceptance of Resignation and Notification of Gardening Leave**

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], received on [Date of Resignation Letter].

Your final day of employment with [Company Name] will be [Last Date of Employment].

In accordance with your employment contract, the company has decided to place you on "Gardening Leave" effective from [Start Date of Gardening Leave] until your final day of employment. During this period, the following conditions apply:

- You are not required to attend your place of work or perform your regular duties.
- You will continue to receive your full salary and contractual benefits.
- You remain an employee of [Company Name] and must not take up any other employment or provide services to any third party during this time.
- You must remain available to answer queries or assist with a handover if requested by the company.
- You are required to return all company property, including keys, laptop, and access badges, by [Date for Return of Property].
- You must continue to adhere to your contractual obligations regarding confidentiality and non-competition.

Information regarding your final pay, outstanding holiday entitlement, and pension will be sent to you under separate cover.

We thank you for your contributions to the company and wish you the best in your future endeavors.

Yours sincerely,

[Signature]

[Name of Manager/HR Representative]  
[Job Title]