

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

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

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 immediately, starting [Start Date of Gardening Leave], until your final day of employment. During this period:

- 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 other organizations.
- You must remain available to answer queries or assist with the handover of your duties if requested.
- You are required to return all company property, including keys, laptop, and security badges, by [Date for Return].

Please remember that your obligations regarding confidentiality and non-competition, as outlined in your employment agreement, remain in effect during and after this period.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]