

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Acceptance of Resignation and Notice of Gardening Leave

Dear [Employee Name],

I am writing to formally acknowledge and accept your letter of resignation dated [Date of Resignation Letter]. Your final day of employment with [Company Name] will be [Final Date of Employment].

In accordance with your employment contract, the company has decided to place you on Gardening Leave effective immediately, starting from [Start Date of Gardening Leave], for the duration of your notice period.

During this period of Gardening Leave, the following conditions apply:

- You remain an employee of [Company Name] and continue to be bound by the terms of your employment contract, including confidentiality and non-compete clauses.
- You are not required to attend your place of work or perform your regular duties.
- You must remain available to the company during normal working hours to provide information or assistance if requested.
- You are not permitted to contact the company's clients, suppliers, or staff members without prior written consent from management.
- You are not permitted to commence work for any other employer or engage in any other business activities during this time.
- Your salary and benefits will continue to be paid as normal through your final date of employment.

Please return all company property, including your laptop, mobile phone, keys, and security badges, to [Name/Department] by [Date/Time].

Your final pay, including any accrued but unused holiday entitlement, will be processed in the next payroll cycle following your final date.

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

Yours sincerely,

[Signature]

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