

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Acknowledgement of Resignation and Notice of Gardening Leave

Dear [Employee Name],

We formally acknowledge receipt of your letter of resignation dated [Date], resigning from your position as [Job Title].

Your resignation has been accepted. In accordance with your employment contract, your notice period is [Number] weeks/months. Therefore, your final date of employment will be [Final Date].

The company has decided to place you on Gardening Leave effective from [Start Date] until your final date 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 remain an employee of the company and continue to receive your full salary and benefits.
- You must remain available to answer queries or assist with the handover of your duties if requested.
- You are not permitted to work for any other organization or engage in any business activity during this time.
- You must return all company property, including laptops, keys, and security badges, by [Return Date].
- You must maintain confidentiality regarding all company business and trade secrets.

A separate summary of your final pay, including any accrued but unused holiday entitlement, will be provided to you shortly.

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

Yours sincerely,

[Signature]
[Name of HR Representative]
[Title]
[Company Name]