

[Company Name]
[Company Address]
[Date]

[Executive Name]
[Executive Home Address]

Subject: Acceptance of Resignation and Notice of Gardening Leave

Dear [Executive Name],

We formally acknowledge receipt of your resignation letter dated [Date], resigning from your position as [Job Title]. We confirm that your resignation has been accepted and your final date of employment will be [End Date].

In accordance with your employment contract, the Company has decided to place you on Gardening Leave effective immediately, starting [Start Date]. This period will continue until your final date of employment.

During your Gardening Leave, the following terms 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 the Company and must remain available to answer queries or assist with handover tasks if requested.
- You are prohibited from contacting the Company's clients, suppliers, or employees without prior written authorization.
- You are not permitted to commence work for any other employer or engage in any other business activities during this period.

Please return all company property, including your laptop, mobile phone, office keys, and corporate credit cards, to [Name/Department] by [Time/Date].

We remind you that your post-termination obligations, including confidentiality and non-compete clauses as outlined in your employment agreement, remain in full force after your employment ends.

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

Yours sincerely,

[Signature]

[Name of Sender]

[Title/Position]

On behalf of [Company Name]