

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

[Date]

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

Dear [Employee Name],

RE: Acceptance of Resignation and Notification of Gardening Leave

I am writing to formally acknowledge and accept your letter of resignation dated [Date], for the position of [Job Title]. Your final date of employment with [Company Name] will be [Last Date of Employment].

In accordance with your contract of employment, the company has decided to place you on a period of Gardening Leave, effective immediately. This period will continue until your final date of employment.

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

- You are not required to attend your place of work or perform your regular duties, unless specifically requested by the company.
- 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 the handover of your duties if requested.
- You are required to return all company property, including [List items: keys, laptop, mobile phone, ID badges], by [Date/Time].
- Your obligations regarding confidentiality and non-competition, as outlined in your employment contract, remain in full force.

Please ensure that all company files, passwords, and documentation are handed over to [Manager Name] before your departure today.

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

Yours sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]