

[Date]

[Employee Name]  
[Employee Address]  
[City, Postcode]

**Subject: Acceptance of Resignation and Notice of Garden Leave**

Dear [Employee Name],

I am writing to formally acknowledge and accept your letter of resignation dated [Date], for the position of [Job Title].

Your contractual notice period is [Number] weeks/months. Therefore, your final day of employment with [Company Name] will be [Date].

In accordance with your employment contract, the Company has decided to place you on Garden 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, unless specifically requested.
- You will continue to receive your full salary and contractual benefits.
- You remain an employee of [Company Name] and must not engage in any other employment or business activities.
- You must remain available to the Company to provide information or assistance if needed.
- You are requested to return all company property, including [Laptop/Keys/ID Badge], by [Date].

Regarding your outstanding annual leave, [details regarding payment or required usage of remaining leave].

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 HR Representative]  
[Title]  
[Company Name]