

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee Address]

**Subject: Acceptance of Resignation and Directive for Gardening Leave**

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], received on [Date of Resignation Letter].

In accordance with your employment contract, your final day of employment with [Company Name] will be [Final Date of Employment].

Pursuant to the terms of your contract, the Company has decided to place you on a period of Gardening Leave, effective from [Start Date of Gardening Leave] 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.
- You remain an employee of [Company Name] and must remain available to answer queries or provide assistance if requested.
- You must not contact any of the Company's clients, customers, or suppliers without prior written consent.
- You must not engage in any other employment or business activities during this period.
- You will continue to receive your full salary and contractual benefits.

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

On behalf of the company, I would like to thank you for your contributions and wish you success in your future endeavors.

Yours sincerely,

[Signature]

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