

[Company Header/Logo]

[Date]

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

Subject: Acceptance of Resignation and Agreement for Gardening Leave

Dear [Employee Name],

We acknowledge receipt of your formal resignation dated [Date of Resignation Letter]. This letter serves to formally accept your resignation from your position as [Job Title] and to confirm the terms of your departure as mutually agreed.

1. Termination Date

Your employment with [Company Name] will officially end on [Last Date of Employment]. This date includes your contractual notice period.

2. Gardening Leave

By mutual agreement, you will be placed on Gardening Leave effective from [Start Date of Leave] until your final termination date of [Last Date of Employment]. During this period:

- You are not required to attend your place of work or perform your regular duties.
- You must remain available to answer queries or assist with the transition of your responsibilities if requested.
- You remain an employee of [Company Name] and must not take up any other employment or provide services to any third party.
- You will continue to receive your full basic salary and contractual benefits.

3. Company Property

You are required to return all company property, including [Laptop, Keys, Access Cards, Mobile Phone], by [Date]. Please arrange to deliver these items to [Name/Department].

4. Confidentiality and Restrictions

You are reminded that your contractual obligations regarding confidentiality, intellectual property, and post-termination restrictive covenants remain in full force both during your Gardening Leave and following your termination date.

5. Final Payment

Your final salary payment, including any accrued but unused holiday entitlement (less applicable taxes), will be paid on [Date] via the usual payroll method.

Please sign and return the enclosed copy of this letter to confirm your agreement to these terms.

We 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]

Employee Acknowledgment:

I, [Employee Name], hereby accept and agree to the terms of my resignation and Gardening Leave as outlined above.

Signed: _____ Date: _____