

CONFIDENTIAL

[Date]

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

Dear [Employee Name],

This letter formally acknowledges and accepts your resignation from your position as [Job Title] at [Company Name], received on [Date of Resignation Letter].

Your final day of employment will be [Final Date of Employment].

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 day of employment.

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

- You remain an employee of [Company Name] and continue to be bound by the terms of your employment contract, including all confidentiality and non-compete obligations.
- You are not required to attend your place of work or perform your regular duties unless specifically requested.
- You must remain available to the company during normal business hours to provide assistance or information if required.
- You may not take up any other employment or provide services to any third party during this period.
- Your salary and contractual benefits will continue to be paid in the usual manner until your final day.
- You are required to return all company property, including laptops, mobile devices, keys, and access cards, by [Date/Time] to [Name/Department].
- All access to company IT systems, email, and internal networks will be suspended as of [Date/Time].

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

Please sign and return a copy of this letter to acknowledge your understanding and acceptance of these terms.

Sincerely,

[Signature]

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

Acknowledgment:

I, [Employee Name], acknowledge receipt of this letter and agree to the terms of my Gardening Leave as outlined above.

Signature: _____ Date: _____