

[Date]

[Employee Name]  
[Employee Job Title]  
[Home Address]

**Subject: Acceptance of Resignation and Commencement of Gardening Leave**

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title] at [Company Name], received on [Date].

As per your contract of employment, your notice period is [Number] months. Your final date of employment will be [Final Date].

In accordance with the terms of your employment contract, the Company has decided to place you on Gardening Leave effective immediately, starting [Start Date], for the duration of your notice period. During this time, 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 remain an employee of [Company Name] and continue to receive your full salary and contractual benefits until your final date of employment.
- You must remain available to the Company during normal working hours to provide information or assistance regarding the handover of your duties.
- You are prohibited from commencing employment with any third party or engaging in any other business activities during this period.
- You must return all company property, including your laptop, mobile phone, office keys, and corporate credit cards, by [Date/Time] to [Name/Department].
- Your contractual obligations regarding confidentiality, non-solicitation, and non-competition remain in full force and effect.

Please refrain from contacting any of the Company's clients, suppliers, or employees unless authorized in writing by [Manager Name].

We would like to take this opportunity to thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Yours sincerely,

[Signature]

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