

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee 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], effective immediately. Your final day of employment with [Company Name] will be [Last Day Date].

In accordance with your employment contract, the company has decided to place you on "Gardening Leave" for the duration of your notice period, starting from [Start Date] until [Last Day Date].

During this period of Gardening Leave, the following terms apply:

- You are not required to attend your place of work or perform your regular duties.
- You will continue to receive your full salary and contractual benefits.
- You remain an employee of [Company Name] and must not take up any other employment or provide services to any third party.
- You must remain available to the company to provide information or assistance if requested.
- You are requested not to contact any of the company's clients, suppliers, or employees unless authorized by management.
- You must return all company property, including laptops, keys, and access cards, by [Return Date].

Please ensure that all confidential information remains protected as per your signed confidentiality agreement. We will provide you with a separate statement regarding your final pay and any accrued holiday entitlement in due course.

We thank you for your contributions to the company and wish you the best in your future endeavors.

Yours sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]