

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Acceptance of Resignation and Notice of 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].

Your final day of employment with [Company Name] will be [Last Date of Employment].

In accordance with your contract of employment, the Company has decided to place you on Gardening Leave effective from [Start Date] until the end of your notice period on [Last Date of Employment].

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 unless specifically requested.
- You will continue to receive your full salary and contractual benefits.
- You remain an employee of the Company and are bound by your contractual obligations, including confidentiality and non-compete clauses.
- You may not take up employment with any other organization or engage in any other business activity during this period.
- You must remain available to the Company to provide information or assistance if required.
- You are required to return all company property, including [Laptop/Keys/ID Badge/etc.], by [Date].

Please confirm your understanding of these terms by signing and returning the enclosed copy of this letter.

We thank you for your contributions to the Company and wish you success in your future endeavors.

Yours sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]

Acknowledgment:

I, [Employee Name], accept the terms of my Gardening Leave as outlined above.

Signed: _____ Date: _____