

# Confirmation of Garden Leave Template

[Print on Employer's Letterhead or insert Company Name and Address]

[Team Members Name]

[Address]

[Post Code]

[Date]

Dear [Name],

Thank you for your letter of resignation dated [date].

We are very sorry that you have decided to resign, and really appreciate your efforts whilst working for [insert company name]. I am now writing to accept your resignation and to explain what will happen from here. As you are aware, your contract of employment provides for a [Insert Length of Notice Period] notice period, which means that your final day of employment should be [Insert Date]. However, instead of requiring you to work your notice period, the Company has decided to place you on garden leave with effect from [Insert Date].

This means you will continue to receive full pay and benefits, however you will not need any Company equipment that enables you to carry out your role. You will remain bound by the obligations and restrictions set down in your contract of employment, aside from the duty to attend work. During the garden leave period, you will not be allowed to come to work and must stay away from the workplace. In addition, you are not permitted to take up other employment during this period and must remain available to be contacted by the Company.

You are required to return all Company property to [State Job Title] by [Insert Date]. You should also ensure that any documents which relate to your work are returned, whether hard copy or on your computer. Please reply to confirm your understanding and acceptance of the terms of your garden leave.

Yours sincerely,

[Name & Title]

For and on behalf of [Company Name]

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