

Emotionally warm letter expressing gratitude during garden leave

Dear [Employee Name],

It is with mixed emotions that we accept your resignation. Your dedication and contributions over the years have been invaluable.

Your garden leave will start from [Start Date] to [Last Day]. We hope you use this time to prepare for your next chapter. Thank you for everything, and you will always be part of the [Company Name] family.

Warm regards,

[Manager Name]

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