

Garden Leave Letter

Dear [Recipient's Name],

I am writing to formally request garden leave effective [start date] until [end date]. As per our employment agreement and company policies, I understand that garden leave allows me to remain an employee of the company during this period while being relieved of my daily responsibilities and duties.

After much consideration, I have decided to take this opportunity to utilize my accumulated vacation days and spend some quality time with my family and pursue personal interests. This break will allow me to recharge and rejuvenate, which will ultimately contribute to my overall productivity and commitment to the company upon my return.

I am fully aware of the terms and conditions of garden leave, and I assure you that during this period, I will adhere to the confidentiality and non-competition clauses mentioned in my employment contract. I understand that I am still bound by the company's policies and ethical standards, and I will continue to respect and uphold them.

I would like to take this moment to express my gratitude for the opportunities and experiences I have gained during my time at [Company Name]. I have learned a great deal and have grown both personally and professionally. I am confident that this break will further enhance my skills and contribute to my future contributions to the company.

During my absence, I will ensure a smooth transition of my responsibilities and duties to my colleagues. I will be available via email or phone if there are any urgent matters that require my attention. Additionally, I will provide a comprehensive handover document outlining the status of ongoing projects and any outstanding tasks.

Please let me know if there are any specific procedures or paperwork I need to complete regarding garden leave. I am more than willing to cooperate and ensure a seamless process.

Thank you for your understanding and support in granting me this garden leave. I look forward to returning refreshed and ready to continue my work at [Company Name] upon its completion.

Yours sincerely,

[Your Name]