

Standard Garden Leave Notification

Subject: Garden Leave Arrangement - Effective [Date]

Dear [Employee Name],

Following your resignation submitted on [Date], we are writing to confirm that you will be placed on garden leave effective immediately until your final employment date of [Date].

During this period, you will remain employed by [Company Name] and continue to receive your full salary and benefits. However, you are not required to attend the workplace or perform any duties.

Please note that all terms of your employment contract, including confidentiality obligations and restrictive covenants, remain in full effect.

You are required to return all company property, including laptop, mobile phone, access cards, and any confidential documents by [Date]. Please ensure all outstanding work is properly documented and handed over to [Handover Person] before your departure.

We wish you well in your future endeavors.

Kind regards,

[Manager Name]

[Title]

[Company Name]

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