

Executive Garden Leave Letter

Subject: Garden Leave Arrangement - Executive Transition

Dear [Executive Name],

In accordance with the terms of your executive employment agreement and following your notice of resignation dated [Date], we hereby confirm your placement on garden leave effective [Date] through your final employment date of [Date].

During the garden leave period, you shall:

- Remain an employee of [Company Name] with full compensation and benefits
- Refrain from attending company premises without prior written authorization
- Not engage with clients, suppliers, or other stakeholders on company matters
- Maintain strict confidentiality regarding all proprietary information
- Be available for reasonable consultation if required by the company

All post-employment restrictions including non-compete, non-solicitation, and confidentiality obligations remain binding. Please arrange the immediate return of all company assets and complete the transition documentation with [Successor/HR Manager].

We appreciate your contributions to the organization and wish you success in your future role.

Sincerely,

[CEO/Board Chair Name]

[Title]

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