

Employee Garden Leave Acknowledgment

Subject: Acknowledgment of Garden Leave Arrangement

Dear [Manager Name],

I acknowledge receipt of your letter dated [Date] regarding my placement on garden leave effective [Date] following my resignation notice.

I confirm my understanding of the terms and conditions outlined, including:

- Continued employment status with full compensation until [End Date]
- Prohibition from attending workplace or engaging in company business
- Maintenance of confidentiality and contractual obligations
- Return of company property by [Date]

I will ensure all outstanding projects are properly documented and handed over to [Colleague Name] as requested. All company assets will be returned by the specified deadline.

I appreciate the professional handling of this transition and look forward to completing the handover process smoothly.

Thank you for the opportunity to have worked with the team.

Best regards,

[Employee Name]

[Date]

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