

Garden Leave Period Extension

Subject: Extension of Garden Leave Period

Dear [Employee Name],

We are writing to inform you of an extension to your current garden leave arrangement, which was originally scheduled to end on [Original End Date].

Due to [reason - ongoing client transitions/investigation completion/handover requirements], your garden leave period is hereby extended until [New End Date]. All existing terms and conditions remain unchanged, including full salary and benefits continuation.

During this extended period, the same restrictions apply:

- No attendance at company premises
- No engagement with clients, suppliers, or colleagues on business matters
- Continued confidentiality obligations
- Availability for reasonable consultation if required

We will provide further updates regarding your final employment termination date. Please continue to refrain from any activities that may conflict with your employment obligations.

Should you have any questions, please contact [HR Contact].

Regards,

[Manager Name]

[Department]

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