

Mutually Agreed Garden Leave

Subject: Garden Leave Arrangement - Mutual Agreement

Dear [Employee Name],

Following our discussion on [Date] regarding your career transition, we are pleased to confirm our mutual agreement for a garden leave arrangement.

Effective [Start Date], you will be placed on garden leave until [End Date], allowing you time to prepare for your new role while ensuring a smooth transition of your current responsibilities.

This arrangement provides benefits for both parties:

- Continued employment with full compensation and benefits for you
- Orderly handover and client relationship management for the company
- Professional transition that respects both your needs and ours

Please coordinate with [Team Member] for the handover of your key accounts and projects. We appreciate your professionalism in making this transition as seamless as possible.

We value the contributions you've made to [Company Name] and wish you every success in your new endeavor.

Warm regards,

[Manager Name]

[Position]

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