

Early Release from Garden Leave

Subject: Early Release from Garden Leave

Hi [Employee Name],

I hope this message finds you well. I'm writing to let you know that we've completed the necessary handovers and transitions earlier than expected.

Given the circumstances, we're able to release you from your garden leave arrangement effective [Early Release Date], rather than the original end date of [Original Date]. Your final day of employment will now be [New Final Date].

This means:

- Your garden leave ends early as of [Date]
- Final payroll and benefits will be processed accordingly
- All previously agreed terms regarding confidentiality and non-compete remain in effect
- Outstanding company property should still be returned by [Date]

Thanks for your cooperation during this transition period. We hope this early release gives you additional time to settle into your new role.

Best of luck with everything!

[Manager Name]

[Company Name]

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