

Conditional Garden Leave Agreement

Subject: Garden Leave Arrangement with Special Conditions

Dear [Employee Name],

This letter confirms your garden leave arrangement effective [Date] through [End Date], subject to the specific conditions outlined below.

Standard Garden Leave Terms:

- Full salary and benefits continuation
- Prohibition from attending workplace
- Maintenance of employment status

Special Conditions Applicable:

1. You may be required to attend up to [number] handover meetings with prior 48-hour notice
2. Access to company email for transition purposes only until [Date]
3. Completion of [specific project/documentation] remotely by [Date]
4. Participation in client calls scheduled before [Date] for continuity purposes
5. One-time office visit on [Date] for equipment return and final documentation

These conditions are designed to ensure business continuity while respecting the garden leave arrangement. Failure to comply with these conditions may result in immediate termination of employment.

Please confirm your acceptance of these terms by replying to this email within [timeframe].

Professional regards,

[Senior Manager Name]

[Title]

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