

Formal professional acceptance letter for resignation with garden leave

Dear [Employee Name],

We acknowledge receipt of your resignation dated [Resignation Date]. Your resignation has been accepted, and your employment with [Company Name] will formally end on [Last Working Day].

In accordance with company policy, you will be placed on garden leave starting from [Garden Leave Start Date] until your last working day. During this period, you are requested not to attend the office or engage with clients directly, but you will continue to receive your normal salary and benefits.

We appreciate your contributions to the company and wish you success in your future endeavors.

Sincerely,

[Manager Name]

[Title]

[Company Name]

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