Casual email acknowledging resignation with brief garden leave

Hi [Employee Name],

Thanks for letting us know about your resignation. We accept it and your garden leave will begin on [Date] until your last working day, [Date]. During this time, just focus on wrapping up your current tasks.

Wishing you all the best in your next adventure!

Cheers,

[Manager Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/acceptance-resignation-letter-garden-leave