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<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<Employee's Name>>

Thank you for your letter of <<Insert Date>>.

We are very sorry that you <<Insert Date>>. I am now writing on behalf of the Company to accept <<Insert Date>> to explain what will happen from here.

As you are aware, your contract provides for a <<Insert Length of Notice Period e.g. 6 Months>> which means that your final day of employment should be <<Insert End of Notice Period>>. However, instead of requiring <<Insert Length of Notice Period e.g. 6 Months>> notice period, the Company has decided to place you on <<Insert Length of Notice Period e.g. 6 Months>> notice from <<Insert Date>>, in accordance with <<Insert Contract Clause>> of our contract of employment.

This means you will continue to receive your salary and benefits (apart from those that are given to employees in your role, such as <<State Benefits e.g. Work Mobile Allowance>>). You will remain bound by the obligations set out in your contract of employment, aside from the <<Insert Contract Clause>>. A copy of your employment contract is attached, highlighting the provisions that apply in this regard.

During the garden leave period you are allowed to come to work and you must stay away from the workplace. You are not permitted to take up other employment during this period. You must remain available to be contacted by the Company.

You are required to return all company property to <<State Job Title e.g. HR Manager>> by <<Insert Date>>. You must ensure that any documents which relate to your work are handed over in hard copy or on your computer.

Please sign and return the <<Insert Job Title e.g. HR Manager>> letter to <<Insert Job Title e.g. HR Manager>>, confirming your agreement to the terms of your garden leave.

Yours sincerely

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<<Name>>  
<<Title>>

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[I, <<Employee Name>>, do hereby request and accept the terms of my garden leave as stated in

and accept the terms of

Signed: .....  
<<Employee Name>>

<<Date>>]

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