

# GARDEN LEAVE LETTER

To: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

## **Subject: Notice of Garden Leave**

This letter serves as formal notice that you will be placed on garden leave pursuant to your employment contract and in accordance with UK employment law. During your garden leave period, you will remain an employee of the Company, and all terms and conditions of your employment contract will continue to apply, except as varied in this letter.

### **1. Garden Leave Period**

You will be on garden leave from the date of receipt of this letter for a period as specified under your employment contract or until such earlier date as determined by the Company. During this period, you are required not to attend the workplace or perform any duties for the Company, unless otherwise agreed in writing.

### **2. Salary and Benefits**

Throughout the garden leave period, you will continue to receive your normal salary and contractual benefits, subject to the usual deductions. Any bonus payments, commissions, or other variable remuneration will be at the sole discretion of the Company and subject to the terms of your employment contract.

### **3. Duties and Restrictions**

During the garden leave period, you shall remain bound by all restrictive covenants contained in your employment contract, including but not limited to confidentiality, non-compete, and non-solicitation obligations. You must not engage in any employment, consultancy, or other business activity which may compete with or be detrimental to the Company.

### **4. Return of Company Property**

You must return to the Company all Company property in your possession, including but not limited to keys, documents, electronic devices, and any confidential information, on or before the commencement of your garden leave period.

### **5. Contact During Garden Leave**

You may be contacted by the Company during the garden leave period for the purpose of consultation or to facilitate the handover of your duties. You are required to respond promptly and cooperate as reasonably requested.

### **6. Confidentiality**

You remain under a continuing obligation to maintain the confidentiality of all Company information and not to disclose such information to any third party without prior written consent, both during and after the garden leave period.

**7. Termination and Final Payments**

The garden leave period shall not affect the termination date of your employment. Upon expiry or earlier termination of the garden leave, you will receive any outstanding payments due to you in accordance with your employment contract and applicable law.

**8. Governing Law and Jurisdiction**

This letter and your garden leave shall be governed by and construed in accordance with the laws of England and Wales. The courts of England and Wales shall have exclusive jurisdiction to settle any disputes arising out of or in connection with this letter.

**Acknowledgement**

Please sign and return the enclosed copy of this letter to confirm your receipt and acceptance of the terms of your garden leave.

**EMPLOYER'S SIGNATURE**

**EMPLOYEE'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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