**LETTER PLACING AN EMPLOYEE ON GARDENING LEAVE**

***[Insert date]***

Dear ***[insert name of employee]***,

I refer to our discussion and confirm that your last day of employment by ***[insert business name]*** (the Company) is ***[insert termination of employment date]***.

Until then, you are not required to attend the workplace or perform your usual duties.

Please ensure that during your notice period you are available to be contacted during business hours.

You must not have any communication with clients, staff or suppliers of the Company unless you first seek my approval. If you wish to attend the workplace for any matter, please contact me first.

For so long as you remain employed by the Company, you will continue to receive your remuneration and benefits. You will also be bound by your obligations as an employee of the Company, including your obligations not to misuse the Company’s confidential information and to ensure that you faithfully serve the Company’s best interests. Your obligation not to breach the confidentiality of the Company’s confidential information continues after your employment ends.

Prior to your last day of employment, you must return to me all items belonging to the Company, including:

***[Insert list of items, e.g. staff uniform]***.

Yours sincerely,

***[Insert name and position title]***