

**Letter of dismissal: garden leave and restrictive covenants**

*[ON HEADED NOTEPAPER OF EMPLOYER ]*

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Dear [EMPLOYEE]

[INTRODUCTORY PARTS OF LETTER INCLUDING CONFIRMATION OF DISMISSAL].

You are entitled to [NOTICE PERIOD] notice under your contract of employment and your final day of employment will be [TERMINATION DATE].

As of the date of this letter you are no longer required to attend work unless specifically requested to do so and you should therefore refrain from attending the [offices] or contacting any of our customers, suppliers, employees, officers or representatives. However, you shall remain employed by [NAME OF EMPLOYER] and must be available during normal working hours to deal with any work-related matters that may arise. You shall continue to receive your normal salary and contractual benefits up to your final day of employment.

During your notice period, you should not undertake any other business or profession without our prior written consent, or be or become an employee, officer or agent of any other firm, company or person.

We remind you that you remain bound, during your notice period and afterwards, by the following terms of your contract:

[SET OUT RESTRICTIVE COVENANTS AND CONFIDENTIALITY OBLIGATIONS].

[In accordance with the terms of your contract, you are required to resign immediately the office of [director **OR** company secretary **OR** [OTHER POSITION]] which you currently hold with the company [and any associated companies].]

You should immediately return any property belonging to us in good condition [except [DETAIL ANY PROPERTY SUCH AS COMPANY CAR AND MOBILE TELEPHONE PROVIDED AS A CONTRACTUAL BENEFIT] which you may retain until [TERMINATION DATE]].

Yours sincerely