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

<<Recipient's Name>>  
<<Company / Employer's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

**Re: Notification of Adoption**

I am writing to inform you that I was notified by an approved adoption agency that a child is available for adoption.

by <<name of adoption agency>>, with a child for the purpose of adoption.

The child is due to be placed with me on <<date up to which I am available to receive the child>> and pay to start on the <<date up to which I am available to receive the child>>.

I would like my Adoption Leave to start on <<date up to which I am available to receive the child>>.

Please find attached documents including a copy of the <<name of adoption agency>> confirming the following:

<<name of adoption agency>> confirming the following:

1. The name and address of <<adoption agency>>
2. The name and date of birth of the child
3. The date on which I was notified
4. The due date of the child's placement

I would be most grateful if you could advise me of the necessary steps to take to arrange my Adoption Leave. Please also send me a copy of the <<name of adoption agency>> that I am required to complete.

ssary steps to take to arrange my Adoption Leave. Please also send me a copy of the <<name of adoption agency>> that I am required to complete.

Thank you in advance for your assistance. I look forward to hearing from you.

I look forward to hearing from you.

Yours sincerely

<<Name & Title>>

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