

[Print on Em

sert Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Congratulations and thank you for adoption, who is due to be placed documentation from <<adoption a

ve been matched with a child for acknowledge receipt of the you have told us.

You are entitled to Ordinary Adopt Leave (AAL) of a further 26 weeks placed with you.

weeks and Additional Adoption to 14 days before the child is

During OAL and AAL, all terms and continue. Instead of salary, you w of your adoption leave.

ract, except normal pay, will tion Pay (SAP) during 39 weeks

I note that you would like your Add by no later than 28 days before tha

<date>>. Please can you confirm to take AAL in addition to OAL?

I look forward to hearing from you your information. Please do not h

of our Adoption Leave Policy for ou have any queries.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company

Enc. Adoption Leave Policy

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