

[Print on Envelope - Insert Address]

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

<<Date>>

Dear << >>

Congratulations and thank you for your adoption, who is due to be placed with you. We have received the necessary documentation from <<adoption agency>>

You have been matched with a child for adoption. Please acknowledge receipt of the necessary documentation you have told us.

I regret to inform you that as you have been notified, you want your Adoption Leave to start on <<date>>.

You are required to give a written notice of 28 days before you wish to take your Adoption Leave until <<date>>.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>

- Enc. 1) Paternity Leave Policy
 2) Parental Leave Policy
 3) Time Off for Dependents
 4) Adoption Leave Policy

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