

S

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

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

<<Date>>

Dear << >>

Re: <<Child's Name>>

I am writing to advise you that I have been placed with a child for adoption who is due to be placed with me on <<Date>>.

[I wish to commence my Ordinary Adoption Leave (OAL) on <<Date>>. I have decided not to take any Additional Adoption Leave (AAL) and will therefore be returning to work on <<date>>.

**OR**

[I wish to commence my Ordinary Adoption Leave (OAL) on <<Date>> with my Additional Adoption Leave (AAL) commencing on <<Date>> and will therefore be returning to work on <<Date>>.

**OR**

[I wish to commence my Ordinary Adoption Leave (OAL) on <<Date>>. I also wish to take <<Number of Weeks>> weeks' Additional Adoption Leave (AAL) commencing at the end of my OAL, and will therefore be returning to work on <<Date>>.]

Thank you for your continuing assistance in receiving confirmation of my leave from you.

Yours sincerely

<<Name & Title>>

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