

[Print on Em] [Insert Address]

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

<<Date>>

Dear << >>

Re: << >>

Thank you for advising us that you have decided to take Adoption Leave on <<Date>>.

You are entitled to Ordinary Adoption Leave (OAL) of 39 weeks and Additional Adoption Leave (AAL) of a further 26 weeks to 14 days before the child is placed with you. During ordinary and additional adoption leave, all terms and conditions of your contract, except those relating to salary, shall apply.

Instead of salary, you will be paid Statutory Adoption Pay (SAP) during 39 weeks of your adoption leave. The first six weeks will be paid at a rate equivalent to 90% of your average weekly earnings. For the remaining 33 weeks, you will be paid at the standard rate of statutory adoption pay, currently <<90% of average weekly earnings>> **OR**

I note that you would like your Adoption Leave to start on <<date>>. Given the date you have chosen to start your adoption leave, you will have to return to work on the first working day after <<insert date>> and you will not be required to give any further notification if you return to work before the end of your AAL, you must give us 28 days' notice of the date on which you wish to return.

You are eligible to work up to 10 hours per week for the Company during your adoption leave without bringing your employment to an end. In this context, work can also include training or any other activities (including meetings) which assists you in keeping in touch with the workplace.

The Company treats personal data in accordance with the Company's Data Protection Policy. For more information about how your data is used and the basis for processing, please refer to the employee privacy notice.

I enclose a copy of our Adoption Leave Policy. Please do not hesitate to contact me if you have any queries.

Yours sincerely

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

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