

[Print on Em] [Insert Address]

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

<<Date>>

Dear << >>

R es

Thank you for advising us that you on Leave on <<Date>>.

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

Instead of salary, you will be paid (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 earning>> **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 <<date>> after <<insert date>> and you will have to return to work on the first <<date>> after <<insert date>>. You are not required to give any further notification if you return to work before the end of your AAL, you must however, if you decide to return to work, give us' 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 work to a standstill. In this context, work can also include training or any other activities (such as 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. For more information, 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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