[Print on Co

Re

- <<Name of Employee>>
- <<Address>>
- <<Address>>
- <<Address>>
- <<Post Code>>

<<Date>>

Dear << Name of Employee>>,

During your Adoption Leave you ma without bringing your adoption leave Adoption Leave Policy. Work under and can also include training days a

[I understand that you have not yet that you have used << >> of your p return to work for << Insert description << Insert number of hours or days>>

You are under no obligation to atten available to you on your request or r

If you would like to attend or if you h necessary arrangements.

Yours sincerely,

<<Name>> <<Title>>

ert Address]

ys

10 Keeping In Touch ("KIT") days ils of this can be found in our not be limited to your usual duties

ed 10 KIT days.] OR [I understand r.] I would like to invite you to vent>> on <<Date>> for a period of

any important information is made

contact me and I will make the