

S

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

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

<<Date>>

Dear << >>

Re: << >> days

I am aware that during my Adoption
Touch ("KIT") days without bringing
days need not be limited to my usual
events.

work for up to 10 Keeping In
n end. I understand that such
clude training days and other

[I have not yet taken any of my per
<<Insert description e.g. a specific
a period of <<Insert number of hou

would like to return to work for
f normal work>> on <<Date>> for

OR

[As you will be aware, I have already
return to work for <<Insert description
on <<Date>> for a period of <<Ins

T days and would now like to
g event or a day of normal work>>
ays>>.]

Please let me know if you agree to

I look forward to hearing from you

Yours sincerely

<<Name & Title>>

A

M

P

L

E