

S

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

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

<<Date>>

Dear << >>

A

Re: << >>

As you will be aware, I am expected to return to work on <<Date>> having completed my Adoption Leave. I have instead decided to return to work earlier on <<Date>>. This letter is to be taken as the requisite notice of my intention to return to work early and has been submitted at least eight weeks prior to my return.

<<Date>> having completed my Adoption Leave. I have instead decided to return to work earlier on <<Date>>. This letter is to be taken as the requisite notice of my intention to return to work early and has been submitted at least eight weeks prior to my return.

[As I will have taken 26 weeks' or more of Adoption Leave, on my return, I expect to return to my original job with the appropriate salary and benefits.]

on my return, I expect to return to my original job with the appropriate salary and benefits.]

OR

[As I will have taken more than 26 weeks' of Adoption Leave, on my return, I expect to be able to return to my original job, however, my employer may not be able to provide this position and may offer an appropriate replacement position to match my original position.]

on my return, I expect to be able to return to my original job, however, my employer may not be able to provide this position and may offer an appropriate replacement position to match my original position.]

I look forward to hearing from you regarding my return to work [and look forward to seeing you all on <<Date>>].

regarding my return to work [and look forward to seeing you all on <<Date>>].

Yours sincerely

<<Name & Title>>

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