

[Print on Company Letterhead with Return Address]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Return to Work

Dear <<Name of Employee>>,

Thank you for your letter notifying us of your intention to return to work early from your Adoption Leave.

[As you are aware, eight weeks' notice is required for you to return to work earlier than planned. You have given us the notice and need take no further action until you return to work on <<Date>>.]

[As you should be aware, eight weeks' notice is required if you intend to return to work earlier than planned. The date on which you intend to return to work has resulted in us receiving sufficient notice. Your return date has been adjusted to compensate for the early return. You are therefore expected to return to work on <<Date>>.]

Please do not hesitate to contact me if you have any further queries. We look forward to seeing you on <<Date>> and hope to have a successful adoption leave period.

Yours sincerely,

<<Name>>

<<Title>>