[Print on Em

- << Employee's Name>>
- <<Address>>
- <<Address>>
- <<Address>>

<<Date>>

Dear << Employee's Name>>

Re: Time Of

Thank you for informing me adoption appointment on <<In am writing to confirm that you maximum of six-and- half hour

You are entitled to take time time off after that for any more as holiday in the usual way the Line Manager>>], make up the working at another time.

EITHER

[To be used for joint adopter

Please sign and return to << declaration, along with do the appointment and that the of, the adoption agency.]

OR

[To be used for sole adopte declaration

Please show <<State Job Title date and time of the appointm at the request of, the adoption

Please do not hesitate to conta

Yours sincerely,

<<Insert Name and Job Title>:
For and on behalf of <<Compa



A

ppointment

time off work to attend an Date>> [with your partner]. I the appointment, subject to a II be paid.

n appointments. If you require you may request the time off f [<<State Job Title e.g. your to attend an appointment by



she requests time off

HR Manager>> the attached of the date and time of rranged by, or at the request



documentary evidence of the nent has been arranged by, or

ieries.

