Annex F6

MODEL LETTER FOR LINE MANAGER TO ACKNOWLEDGE NOTIFICATION OF ADOPTION LEAVE

Date

Dear [ ]

Congratulations and thank you for telling me that you will be adopting a child. This letter is to provide details of your adoption leave.

As we have discussed, you are eligible for *[26 weeks' OAL / 52 weeks' adoption leave* (26 weeks' OAL plus 26 weeks' AAL) *delete as appropriate].* Given your chosen start date of *[insert date]*, your adoption leave will end on *[insert date]*.

If you want to change the date your leave starts you must, if possible, tell me at least 28 days before your proposed new start date. Please contact me if you wish to discuss this. If you decide to return to work before *[insert date leave ends]*, you must give me at least 28 days' notice.

[Insert details of any contractual pay offered during adoption leave]

{insert details of any contractual / statutory leave accrual]

If you decide not to return to work, you must still give me proper notice. If you have any questions about any aspect of your adoption entitlement, please do not hesitate to get in touch with me.

Yours sincerely,