**Employee form to notify of intention to take adoption leave (adoption from overseas)**

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| --- | --- |
| Name: |  |
| Job title: |  |
| Employment start date: |  |
| Match date: |  |
| Expected date child will enter Great Britain: |  |
| Date of expected placement: |  |
| Start date of adoption leave: |  |
| Signature:  Date: | |

Please ensure official notification of a match date is attached.