Employee form to notify of intention to take adoption leave (adoption within the UK)

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| Name: |  |
| Job title: |  |
| Employment start date: |  |
| Name of adoption agency: |  |
| Match date: |  |
| Date of expected placement: |  |
| Start date of adoption leave: |  |
| Signature:Date: |

Please ensure copy of Matching Certificate is attached.