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

|  |  |
| --- | --- |
| 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.