**Letter for employee to request early return to work from adoption leave**

**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Please accept this letter as confirmation that I wish to return to work early from adoption leave.

I hereby give eight weeks’ notice of my intention to return to work in my position as *[insert job title]*. My return to work date will therefore be *[insert date]*.

Yours sincerely,

*[Insert name]*

*[Insert job title]*