**Letter requesting an employee on adoption leave to attend a Keeping in Touch Day (adoption overseas)**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I trust you are enjoying your adoption leave and that you and your child are doing well.

I am writing to invite you to undertake a ‘Keeping In Touch’ day during your adoption leave.

As I have previously explained, you may attend work for up to 10 days during adoption leave with no impact on your adoption pay.

*[Select from the paragraphs below and delete as appropriate]*

I have noted below some important [*delete as appropriate – training/conference*] dates which you may choose to attend by taking a KIT day:

*[Insert date(s)]*

*[OR]*

We have undertaken a recruitment drive over recent months and have had a number of new starters in the department. We thought you might like to work a KIT day so that you can come and meet them, and also see some of the other developments that have taken place in our operations. If you would like to do this, please get in touch and we can arrange a date that is good for both of us.

*[OR]*

*[Insert other reason for suggesting a KIT day whilst making sure that the day will not take the employee over 10 KIT days.]*

If you decide to work a KIT day, please let me know so we can make arrangements. KIT days will not have the effect of lengthening your adoption leave and your expected return date will not change. Of course you are not obliged to work a KIT day and if you do not wish to, please let me know. However, I wanted to remind you of the opportunity that you have and also that working a KIT day will not affect your entitlement to adoption pay.

I look forward to hearing from you.

Yours sincerely,

*[Insert name]*

*[Insert job title]*