**Letter to an employee on adoption leave who has requested a KIT Day**

**Private and Confidential**

*[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.

Further to *[delete as appropriate – your letter/your email/our discussion]* I am writing to invite you to undertake a ‘Keeping in Touch’ (KIT) day during your adoption leave on *[insert date]* to *[insert purpose or details of what employee would be doing on the KIT Day]*.

During your adoption leave, you may work for up to 10 days without losing your entitlement to adoption leave and statutory adoption pay (SAP). When you work a KIT Day, you will receive your normal rate of pay offset against SAP.

Please contact me on *[insert telephone number]*to let me know that you will be working a KIT Day on the above date, or if you have any other questions about KIT days.

Yours sincerely,

*[Insert name]*

*[Insert job title]*