[Your Name]
[Your Address]
[Your Employee ID Number]

[Date]

[Manager's Name or HR Department]
[Company Name]
[Company Address]

Subject: Notification of Statutory Adoption Leave

Dear [Name of Manager or HR Contact],

I am writing to formally notify you that I intend to take Statutory Adoption Leave. I have been matched with a child for adoption and have received the relevant Matching Certificate from the adoption agency.

Please find the relevant details regarding my leave below:

- **Expected Date of Placement:** [Date child is expected to be placed with you]
- **Date Adoption Leave Starts:** [Date you wish your leave to begin]
- **Expected Date of Return:** [Date you intend to return to work]

I understand that I am entitled to 52 weeks of Statutory Adoption Leave. I have enclosed a copy of my Matching Certificate to confirm these details.

I intend to return to work on [Date]. If I decide to change the date my leave starts or my return date, I will provide at least 28 days' notice.

I look forward to receiving confirmation of my leave dates and any information regarding Statutory Adoption Pay (SAP) that I may be eligible for.

Yours sincerely,

[Your Signature]

[Your Printed Name]