## ADOPTION: NOTICE OF APPROVAL TO BECOME AN ADOPTEE

This letter must be sent by all members of staff as soon they know they have been approved to adopt children in the future. Staff should simply complete the blank spaces and send it in the post to the HR Department whose address is on the letter and a copy of the letter should also be sent by the member of staff to his/her Line Manager.

Your address

Date

HR Department

Oxford Brookes University

Wheatley Campus

Wheatley

Oxon

Dear

I am writing to let you know that I have been approved for adopting a child in the future. When a child has been matched for adoption I will provide the Matching Certificate.

I understand that now that I have informed you of this matter I will meet with my Line Manager and HR Representative to discuss the Adoption/Surrogacy Policy, and understand that my Line Manager is responsible for organising this meeting. I have informed my line manager of my match for adoption and have given him/her a copy of this letter

Yours sincerely

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oct 18