

Date

Recipient

Subject: **Notice for unpaid leave for the purpose of an adoption**

Dear Sir or Madam:

In conformity with clause 5-13.47, please consider this a request for leave without salary for the purpose of an adoption, from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_.

I also wish to continue to participate in the insurance plans for which I am eligible and to pay the full cost of premiums.

Sincerely,

Name

Mailing Address

c.c. : Local Union