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| **ADOPTION LEAVE****NOTIFICATION OF END OF PLACEMENT**  |
| FULL NAME: ………………………………………………………………………………………SCHOOL / DEPARTMENT: ……………………………………………………………………….PAYROLL No: ………………………….. E-MAIL: ………………………………………...HEAD OF SCHOOL / LINE MANAGER’S NAME: ……………………………………….. |
| This is to inform you that the placementended on: ……………………………………………………… | You must inform Human Resources if the placement comes to an end.  |
| Signed and Dated: …………………………………………………………………………… |

Return by email or post to: Catherine Hughes, Human Resources (Catherine.hughes@bangor.ac.uk)