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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 placement  ended 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)