

Adoption Notification Letter

**TO:** \_\_\_\_\_ (Appointing Authority/Title)

**FROM:** \_\_\_\_\_ (Employee/Applicant & Title)

**SUBJECT:** Adoption Reimbursement Request

Please be advised that in accordance with 101 KAR 2:120, I am submitting an application to the Personnel Cabinet seeking reimbursement for expenses associated with the recent adoption of my child(ren). The amount of reimbursement will be \$ \_\_\_\_\_.

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Employee Name

Date