[Your Name]
[Your Job Title]
[Employee ID Number]

[Date]

[Manager's Name]
[Company Name]
[Department]

Subject: Formal Request for Adoptive Paternity Leave

Dear [Manager's Name],

I am writing to formally request adoptive paternity leave following the placement of a child with my family. I am pleased to inform you that the expected placement date is [Date].

I intend to start my leave on [Start Date] and plan to return to work on [Return Date]. This period covers a total of [Number] weeks of leave.

I have attached the required documentation confirming the adoption and placement details. During my absence, I will ensure that all my current tasks are handed over to [Colleague's Name] to minimize any disruption to the team.

Please let me know if there are any additional forms or procedures I need to complete regarding this request. I look forward to your confirmation.

Sincerely,

[Your Signature]
[Your Printed Name]