[Your Name]
[Your Job Title]
[Date]

To: [Manager's Name / HR Department]
[Company Name]

Subject: Request for Adoption Parental Leave

Dear [Name],

I am writing to formally notify you of my intent to take parental leave due to the adoption of a child. I expect the placement of the child to occur on or around [Date].

I would like to request my leave to begin on [Start Date] and I anticipate returning to work on [Return Date]. I wish to use [Number] weeks of leave in total.

During my absence, I will ensure that all my current tasks are handed over to the appropriate team members. I am happy to discuss a transition plan to ensure my responsibilities are covered effectively.

I have attached the required supporting documentation regarding the adoption placement. Please let me know if there are any further forms or procedures I need to complete.

Thank you for your support during this time.

Sincerely,

[Your Signature]
[Your Printed Name]