To: [Manager's Name / Human Resources Department]

From: [Your Full Name]

Date: [Current Date]

Subject: Request for Parental Leave - Foster Care Placement

Dear [Manager's Name],

I am writing to formally request parental leave following the upcoming placement of a foster child into my home. I am excited to welcome this child and need time to focus on their transition and well-being.

I am requesting leave to begin on [Start Date] and I expect to return to work on [Return Date].

During my absence, I will ensure that all my current projects are up to date. I am happy to discuss a plan for covering my responsibilities, including [mention specific tasks or colleague names].

I have attached the necessary documentation regarding the placement for your records. Please let me know if there are additional forms or steps I need to complete according to company policy.

Thank you for your support during this important time for my family.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]