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

[Date]

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

Subject: Request for Adoption Leave

Dear [Manager's Name],

I am writing to formally notify you of my intention to take adoption leave. I am pleased to share that I have been matched with a child for adoption.

The expected date of placement is [Date of Placement]. I would like my adoption leave to commence on [Start Date].

I intend to take [Number] weeks of leave, and I plan to return to work on [Return Date].

I have attached the following supporting documentation:
[List documents, e.g., Matching Certificate / Placement Notice]

Before my leave begins, I will ensure that all my current tasks are up to date and will provide a comprehensive handover for my colleagues. I am happy to discuss my workload and any necessary arrangements during my absence.

Please confirm receipt of this letter and let me know if there are any further forms or procedures I need to complete.

Yours sincerely,

[Your Signature]

[Your Printed Name]