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

[Date]

[Manager's Name or HR Department]
[Company Name]
[Company Address]

Subject: Formal Request for Adoption Leave

Dear [Name of Manager or HR Contact],

I am writing to formally notify you of my intention to take adoption leave following the placement of a child with my family. I am providing this notice in accordance with company policy and statutory requirements.

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

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

I have attached the required supporting documentation, including the [Matching Certificate/Official Placement Notification], to this letter.

Before my leave begins, I will ensure that all my current projects are up to date and provide a handover document for my colleagues. Please let me know if there are any specific forms or additional procedures I need to complete.

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

Sincerely,

[Your Signature]

[Your Printed Name]