[Your Name]
[Your Employee ID]
[Your Department]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Subject: Request for Primary Caregiver Adoption Leave

Dear [Manager's Name],

I am writing to formally request adoption leave as I will be the primary caregiver for a child joining our family. We expect the placement to begin on or around [Expected Date of Placement].

I intend to take [Number] weeks of leave. My last day of work will be [Date], and I plan to return to my position on [Date]. I will notify you as soon as possible if there are any changes to these dates due to the legal adoption process.

Before my leave begins, I am committed to completing my current projects and ensuring a smooth handover of my responsibilities to [Colleague's Name or Team].

I have attached the required documentation from the adoption agency 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 exciting time for my family.

Sincerely,

[Your Signature]
[Your Printed Name]