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

[Date]

[Manager's Name]
[Company Name]

Subject: Request for Secondary Caregiver Adoption Leave

Dear [Manager's Name],

I am writing to formally request adoption leave in my capacity as the secondary caregiver. My family is in the process of adopting a child, and the placement is expected to occur on [Expected Date of Placement].

I wish to take [Number] weeks of leave starting on [Start Date] and plan 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 handover plan and assist in delegating my tasks to [Colleague's Name or Team] to ensure a smooth transition.

I have attached the necessary adoption documentation as required by the company policy. Please let me know if there are any additional forms I need to complete.

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

Sincerely,

[Your Signature]
[Your Printed Name]