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

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

Subject: Request for Domestic Adoption Leave

Dear [Recipient Name],

I am writing to formally request a leave of absence following the domestic adoption of a child. I am excited to welcome a new member to my family and would like to request leave to bond with my child and manage the transition.

I plan for my leave to begin on [Start Date] and I expect to return to work on [Return Date]. I understand that the exact start date may change depending on the legal placement of the child, and I will keep you informed of any updates as soon as possible.

During my absence, I will ensure that my current responsibilities are handed over to [Colleague's Name] or completed beforehand. I am committed to making this transition as smooth as possible for the team.

I have attached the necessary supporting documentation regarding the adoption process. Please let me know if there are any additional forms or procedures I need to complete to finalize this request.

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

Sincerely,

[Your Signature]
[Your Printed Name]