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

To: [Manager's Name or HR Department]
[Company Name]

Subject: Request for Paid Adoption Leave

Dear [Name of Manager or HR Contact],

I am writing to formally request paid adoption leave in connection with the upcoming placement of a child with my family. I am excited to share that the expected date of placement is [Date].

I intend to start my adoption leave on [Start Date] and plan to return to work on [Return Date]. This period covers a total of [Number] weeks of leave.

I have attached the necessary documentation from the adoption agency to confirm the placement. I am committed to ensuring a smooth handover of my current projects and responsibilities before my departure. I will coordinate with my team to provide all necessary updates and status reports.

Please let me know if there are any additional forms I need to complete or further information required to process this request under the company's paid leave policy.

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

Sincerely,

[Your Signature]

[Your Printed Name]