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

[Date]

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

Subject: Request for Unpaid Extended Adoption Leave

Dear [Manager's Name],

I am writing to formally request a period of unpaid extended adoption leave. As previously discussed, I am currently on statutory adoption leave following the placement of my child on [Date of Placement].

I would like to request an additional [Number] weeks/months of unpaid leave to further assist with my child's transition and bonding process. I am requesting that this extended leave commence on [Start Date] and conclude on [End Date].

I intend to return to my position on [Date of Return].

I understand that this period will be unpaid, and I am happy to discuss how my responsibilities will be managed during my continued absence. I will ensure all necessary handovers are updated accordingly.

Thank you for your support and for considering this request.

Sincerely,

[Your Signature]
[Your Printed Name]