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

[Date]

[Manager's Name]
[HR Manager's Name]
[Company Name]

Re: Request for Intermittent Adoption Leave

Dear [Manager's Name],

I am writing to formally request a period of intermittent adoption leave in connection with the placement of a child with my family for adoption. Our expected placement date is [Date].

Rather than taking a continuous block of time off, I would like to request to take my leave intermittently to better manage the transition and required legal/medical appointments. I am proposing the following schedule:

- [Specific Date or Day of Week]: [Number of hours/days off]
- [Specific Date or Day of Week]: [Number of hours/days off]
- [Provide further details of the recurring pattern or specific dates here]

I anticipate this intermittent arrangement will continue until [End Date]. I am committed to completing my assigned tasks and will coordinate with my team to ensure all responsibilities are covered during my absences.

I have attached the necessary supporting documentation regarding the adoption placement. Please let me know the next steps for formal approval or if you require further information regarding this schedule.

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

Sincerely,

[Your Signature]
[Your Printed Name]