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

[Date]

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

Subject: Notification of Joint Adoption Leave

Dear [Manager's Name],

I am writing to formally notify you of my intent to take adoption leave. My partner and I have been matched for adoption, and we are planning to share the parental leave entitlements as a joint request.

The expected date of placement for the child is [Date].

I intend to start my period of leave on [Start Date] and expect to return to work on [Return Date].

As part of this joint request, I have attached the following documentation:

- The Matching Certificate from the adoption agency.
- A signed declaration confirming my partner's details and their intent to take shared parental leave.

I am committed to ensuring a smooth handover of my current tasks before my leave begins. I will provide updates should there be any change to the placement date provided by the agency.

Thank you for your support during this time. I look forward to your acknowledgment of this request.

Sincerely,

[Your Signature]
[Your Printed Name]