

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

Subject: Request for Foster Care Placement Leave

Dear [Manager's Name],

I am writing to formally request a leave of absence following the placement of a foster child into my care. I expect the placement to begin on [Start Date].

I would like to request leave starting from [Date] through [Date]. I intend to return to work on [Return Date]. I plan to use [Number] days of [Paid Time Off / Family Leave / Unpaid Leave] during this period.

During my absence, I will ensure that all my current tasks are up to date. I am happy to discuss a plan for covering my responsibilities with you and the team before my leave begins. [Optional: Mention name of colleague who can cover specific tasks].

I have attached the necessary documentation regarding the placement for your records. Please let me know if there are any additional forms or steps I need to take to finalize this request.

Thank you for your support and understanding during this transition.

Sincerely,

[Your Signature]
[Your Printed Name]