

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

[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Subject: Emergency Foster Care Placement Leave Request

Dear [Manager's Name],

I am writing to formally request an emergency leave of absence due to an urgent foster care placement. I have been notified of a child requiring immediate placement in my home, effective [Start Date of Placement].

Because of the sudden nature of this emergency placement, I am requesting leave starting on [Start Date] and expect to return to work on [Return Date]. During this time, I will be focusing on the child's transition, required medical screenings, and legal appointments.

I intend to use [specify type of leave, e.g., FMLA, Personal Leave, or Paid Time Off] for this period. I have attached the placement documentation provided by [Name of Child Welfare Agency] for your records.

I will do my best to ensure that my current tasks are handed over to [Colleague's Name] or completed before my departure. I will check my email periodically for urgent matters if circumstances permit.

Thank you for your understanding and support during this time for my family.

Sincerely,

[Your Signature]
[Your Printed Name]