

[Your Name]
[Your Employee ID Number]
[Your Job Title]
[Date]

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

Subject: Request for Unpaid Foster Care Leave

Dear [Manager's Name or HR Representative],

I am writing to formally request a period of unpaid leave to provide care for a foster child who will be joining my household. According to my current arrangements, I expect the placement to begin on [Start Date].

I am requesting leave starting on [Start Date] and plan to return to work on [Return Date]. This period of leave will allow me to assist the child with their transition and attend necessary appointments related to the placement.

I am committed to ensuring a smooth transition of my responsibilities before my leave begins. I will complete [Project Name/Task] and provide detailed notes for [Colleague's Name] to handle my duties during my absence.

I have attached the relevant placement documentation for your records. I understand that this leave is unpaid and will comply with all company policies regarding benefits and job restoration upon my return.

Thank you for your support and for considering my request.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]