

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

[Date]

[Manager's Name]
[Company Name]
[Department]

Subject: Request for Short-Term Foster Care Leave

Dear [Manager's Name],

I am writing to formally request a short-term leave of absence to welcome a foster child into my home. As a licensed foster parent, I have been notified of an upcoming placement that requires my immediate presence to assist with the child's transition and initial appointments.

I am requesting leave starting on [Start Date] and plan to return to work on [Return Date].

During my absence, I will ensure that my current projects are updated. I have coordinated with [Colleague's Name] to handle urgent matters while I am away. I am also happy to discuss a plan for any pending tasks before my departure.

I have attached the necessary placement documentation for your records. Please let me know if there are specific forms or additional steps required by the Human Resources department.

Thank you for your support and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]