

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

[Date]

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

Subject: Request for Long-Term Foster Care Leave

Dear [Manager's Name],

I am writing to formally request a leave of absence from my position as [Your Job Title] to provide long-term foster care for a child. This placement is expected to begin on [Start Date].

I am requesting leave starting from [Start Date] through [End Date]. I intend to return to my duties on [Return Date]. I have attached the necessary documentation from [Name of Placement Agency] to support this request.

Before my leave begins, I am committed to completing my current tasks and assisting in the transition of my responsibilities to other team members. I am available to discuss a coverage plan to ensure minimal disruption to the department.

Thank you for your support and for considering this request as I welcome a child into my home.

Sincerely,

[Your Signature]

[Your Printed Name]