

Current Date: [Insert Date]

To: [Name of Supervisor or HR Representative]

Company Name: [Insert Company Name]

Department: [Insert Department]

Subject: Request for Leave of Absence - FMLA (Foster Care Placement)

Dear [Name of Contact Person],

I am writing to formally request a leave of absence under the Family and Medical Leave Act (FMLA) for the placement of a child with me for foster care.

I anticipate that my leave will begin on [Insert Start Date] and I expect to return to work on [Insert Return Date]. During this period, I intend to take [Insert Number] weeks of leave for the purpose of bonding and caring for the child.

I understand that I may be required to provide official documentation from the appropriate government agency or court regarding the foster care placement. Please let me know the specific forms or procedures required by the company to finalize this request.

I will ensure that my current projects and responsibilities are handed over to the appropriate team members before my leave begins. Please let me know how we can best coordinate this transition.

Thank you for your support and for processing this request.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID Number]

[Your Phone Number]