

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

[Date]

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

Subject: Request for Foster Care Leave Accommodation

Dear [Manager's Name or HR Representative],

I am writing to formally request a leave of absence or workplace accommodation in connection with the placement of a child in my home for foster care. As a new foster parent, I am requesting this time to assist with the child's transition and to attend required appointments and legal proceedings.

I am requesting leave to begin on [Start Date] and I anticipate returning to work on [Return Date].

During this period, I am requesting the following accommodation:
[Insert specific request, e.g., Full continuous leave, a reduced work schedule, or flexible working hours].

I understand that I may be required to provide documentation regarding the placement. I am happy to provide the necessary paperwork from the placement agency or the court upon request.

Prior to my leave, I will ensure that my current projects are up to date and will coordinate with my team to cover my responsibilities. I am available to discuss how to best manage my workload during this transition.

Thank you for your support and for considering my request.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]