

[Your Name]
[Your Employee ID]
[Your Department]

[Date]

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

Subject: Notification of Statutory Foster Care Leave

Dear [Manager's Name],

I am writing to formally request statutory leave in connection with my upcoming foster care placement. I am eligible for this leave under [Name of local labor law or company policy].

The placement of the child/children is expected to begin on [Start Date]. I would like to request my leave to commence on [Your Leave Start Date] and I expect to return to work on [Return Date].

As required, I have attached the following documentation for your records:

- [Name of document, e.g., Placement Letter from Social Services/Agency]
- [Official notification of match]

I am committed to ensuring a smooth handover of my current tasks. Before my leave begins, I will provide a status report on my projects and coordinate with [Colleague's Name] regarding any urgent matters.

I look forward to your confirmation of this request and the details regarding my pay and benefits during this period.

Sincerely,

[Your Signature]
[Your Printed Name]