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

[Date]

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

Subject: Request for Family and Medical Leave (FMLA) - Adoption

Dear [Name of Manager or HR Representative],

I am writing to formally request a leave of absence under the Family and Medical Leave Act (FMLA) in connection with the upcoming adoption of a child. I expect the placement of the child to occur on or about [Expected Date].

I am requesting a total of [Number] weeks of leave. I plan for my leave to begin on [Start Date] and I anticipate returning to work on [Return Date].

The purpose of this leave is for the placement of a child for adoption and to bond with the new member of my family. I understand that FMLA provides up to 12 weeks of unpaid, job-protected leave for this purpose within a 12-month period.

I intend to use [Number] days/weeks of my accrued [Paid Time Off / Vacation / Sick Leave] during this period, with the remainder of the leave being unpaid, as per company policy.

I will ensure that all my current projects are up to date or transitioned to the appropriate team members before my departure. Please let me know what specific documentation or forms are required to process this request.

Thank you for your support during this important time for my family. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]