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

[Date]

[Manager's Name]
[Company Name]
[Department]

Dear [Manager's Name],

I am writing to formally request a personal leave of absence for the purpose of adopting a child. As I prepare to welcome a new member into my family, I would like to request leave starting on [Start Date] and ending on [End Date]. I expect to return to work on [Return Date].

During my absence, I will ensure that all my current projects are up to date. I am happy to assist in the transition of my responsibilities to [Colleague's Name or "the designated team member"] before my leave begins.

Please let me know what documentation or forms are required to finalize this request. Thank you for your support and understanding during this important time for my family.

Sincerely,

[Your Signature]

[Your Printed Name]