

# Adoption Leave Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Adoption Leave**

Dear [Manager's Name],

I am writing to formally request adoption leave as I will be welcoming a child into my family. As per the company policy, I would like to request leave starting from [Start Date] to [End Date].

During my absence, I will ensure that my responsibilities are covered by [Colleague's Name] and will provide all necessary information and handover notes before my leave commences.

Please let me know if you need any additional information or documentation regarding my adoption. I appreciate your support during this exciting time for my family.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]