

Subject: Maternity Leave Update

Dear [Manager's Name],

I hope this message finds you well. I am writing to provide you with an update regarding my maternity leave and my upcoming employment plans.

As previously discussed, I am currently on maternity leave until [End Date]. I want to inform you that I have accepted a new position at [New Company Name], which will commence on [Start Date]. This decision was made after careful consideration, and I am excited for the new opportunities that await me.

Please feel free to reach out if you need any further information or assistance during my transition.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Contact Information]