

# Dear Team,

I wanted to take a moment to inform you that I will be going on maternity leave starting [start date] and will be away for [duration]. As I prepare for this wonderful new chapter in my life, I wanted to express my heartfelt gratitude to each of you.

Working alongside such a talented and supportive group has been an enriching experience. I truly appreciate the camaraderie, teamwork, and countless memories we've shared.

While I am away, please feel free to reach out to [colleague's name] for any assistance or questions that may arise. I know they will take good care of everything in my absence.

I look forward to rejoining you and sharing all the updates when I return. Until then, take care and keep in touch!

Warm wishes,

[Your Name]