

# Farewell and Maternity Leave Notice

Dear [Team/Colleagues/Manager's Name],

I hope this message finds you well. As most of you already know, I am preparing to welcome a new addition to my family, and I will be on maternity leave starting [start date]. My expected return date is [return date].

It has truly been a pleasure working alongside you all, and I am incredibly grateful for the support and camaraderie we've shared during my time here. I will miss our daily interactions and collaborative spirit.

During my absence, please feel free to reach out to [backup colleague's name] for any urgent matters. I am confident they will provide the same level of excellence you have come to expect.

Thank you once again for your understanding and support. I look forward to rejoining the team and sharing updates about this exciting new chapter in my life.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]