

Dear Team,

As I prepare to embark on this beautiful journey of motherhood, I wanted to take a moment to say goodbye to all of you. My maternity leave will begin on [start date], and I will be away from work for [duration].

It has been an incredible experience working alongside such talented and supportive colleagues. I am grateful for all the moments we've shared, the challenges we faced together, and the laughter that filled our days.

Though I will miss each of you, I look forward to returning and sharing stories about my little one. Please feel free to reach out via email; I would love to hear about all the exciting things happening at work.

Thank you once again for your support and friendship. I wish you all the best in the coming months!

Warm regards,
[Your Name]