

Dear [Manager's Name],

I hope this message finds you well. As you are aware, I will be going on maternity leave starting [start date] and will be returning on [return date]. Before I embark on this new journey, I wanted to take a moment to express my gratitude.

Working at [Company Name] has been an incredible experience, and I am thankful for your support and guidance throughout my time here. I cherish the relationships I've built and the milestones we've achieved together.

I will ensure a smooth transition by completing my ongoing projects and briefing [Colleague's Name] regarding my responsibilities during my absence. Please feel free to reach out via email, and I will respond as time permits.

Thank you once again for your understanding and support. I look forward to rejoining the team and sharing stories of my new adventure.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]