

Farewell Letter to My Dear Team

Dear Team,

As I prepare to embark on this exciting new chapter of my life, I wanted to take a moment to say farewell to all of you. My maternity leave will begin on [start date], and I will be away from the office for the next few months.

Working alongside such a talented and supportive group has been an incredible experience. I am grateful for each of you and the memories we have created together. I will cherish our time spent working on projects, brainstorming ideas, and sharing laughs.

During my absence, I have full confidence in your abilities to continue our work and support one another. Please do not hesitate to reach out to me via email if you need anything--I will do my best to respond when I can.

I look forward to returning and catching up with everyone when I am back. Thank you all for being such wonderful colleagues and friends!

Warmest regards,

[Your Name]