

## Heartfelt maternity leave email to team

Subject: Sharing Some News and Maternity Leave Plans

Dear Team,

I am happy to share that my family will be welcoming a new member soon. As a result, I will be starting my maternity leave on [start date] and expect to return on [end date]. While I am away, [colleague's name] will be covering my responsibilities.

It has been a pleasure working with all of you, and I truly value the encouragement and kindness you've shown me during this special time. I look forward to returning and continuing our work together.

Warm regards,

[Your Full Name]

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