**Farewell Email Due to Maternity / Paternity Leave**

**Subject: Temporary Farewell and a New Chapter Ahead!**

Dear [Team/Colleagues],

I hope this email finds you all well. I wanted to share some personal news with you that marks the beginning of a new chapter in my life. As my due date approaches, I will be taking maternity/paternity leave starting from [Start Date].

Although I'll be away from the office temporarily, I will undoubtedly miss the daily interactions and the vibrant energy of the team. I have thoroughly enjoyed working with each of you and being part of the amazing projects we've undertaken together.

During my absence, [Name of Contact Person] will be taking over my responsibilities. I have full confidence in their abilities and trust that they will do an excellent job in my stead. Please don't hesitate to reach out to them for any assistance you may need during this time.

I'm excited about this new phase of my life and the opportunity to bond with my growing family. Rest assured that I will be back, eager to rejoin the team with renewed enthusiasm and fresh perspectives.

I want to extend my heartfelt gratitude to all of you for your support and understanding during this exciting time. Please stay in touch, and you can reach me at [Your Personal Email Address] if you have any questions or simply want to catch up.

Wishing you all the best in the coming months, and I'm looking forward to reuniting with the team soon.

Warmest regards,

[Your Name]