

[Mention sender name]

[Address]

Dear [Recipient Name]

We get to know that you are going to take maternity leave soon. Before leaving us, we would like to know that you have been a great support to us. During this time also, the way you have worked and the dedication that you have shown is really commendable.

We want to thank you for the time that you have given to our company without any complaints. Thank you for being a sincere employee. In this situation, you have worked for us without any complaints thank you for that too. You are really an inspiration for many of us. Lastly, we would like to congratulate you on your future life. You will be a great mother. Stay healthy and stay safe.

Happy farewell to you, we all wish, you a healthy and fit baby. Keep in touch; hope to see you back soon.

With love,

[Sender Name]