

Casual pregnancy announcement to colleagues

Subject: Exciting News to Share!

Hi Team,

I hope everyone is doing well! I wanted to share some exciting personal news with you all - I'm expecting a baby! My due date is [Month Year], and I couldn't be happier.

I'll be working closely with [Manager's Name] over the coming months to plan for my maternity leave and ensure everything runs smoothly while I'm away. I'm committed to wrapping up my current projects and will make sure there's a solid transition plan in place.

I know this is still several months away, but I wanted to give everyone plenty of notice. I'm looking forward to this new chapter and appreciate all your support!

Feel free to reach out if you have any questions. Thanks for being such an amazing team to work with!

Best regards,

[Your Name]

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