

I have also provided [Colleague's Name] with all the necessary information, files, and resources they may require to maintain the progress of our work. They will keep me informed about any significant developments, and I will make an effort to stay updated on the progress, though my response time may be slower than usual.

I am grateful for the opportunity to work with you and appreciate your understanding and cooperation during my maternity leave. I look forward to rejoining our projects and continuing our collaboration once I return. Please do not hesitate to reach out to [Colleague's Name] for any assistance you may need in my absence.

Thank you again for your support, and I look forward to our continued partnership.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Company Name]

Enclosure: Temporary Contact Information

cc: [Colleague's Name]