

# Maternity Leave Letter To Clients

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, ZIP Code]

Subject: Maternity Leave Notification and Temporary Contact Information

Dear [Client's Name],

I hope this letter finds you well. I am writing to inform you of my upcoming maternity leave, during which I will be taking time off to welcome a new addition to my family. I am excited about this new chapter in my life and appreciate your understanding and support during this time.

My maternity leave will begin on [Start Date] and is expected to last until [End Date]. During this period, I will be away from the office to focus on the well-being of my family. I have taken steps to ensure a smooth transition and to minimize any disruption to our ongoing projects and collaboration.

Rest assured, your project is important to me, and I have made arrangements to ensure that there will be minimal impact on our work together during my absence. I have designated [Colleague's Name] as the point of contact for any urgent matters that may arise during my maternity leave.

[Colleague's Name] can be reached at [Colleague's Email Address] or [Colleague's Phone Number].

They are well-informed about our projects and will be able to assist you promptly.

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]