

Professional Maternity Leave Letter to Clients

Subject: Notification of Maternity Leave

Dear [Client Name],

I am writing to inform you that I will be on maternity leave from [Start Date] to [End Date]. During my absence, [Colleague Name] will be your point of contact for any matters related to our ongoing projects.

Please feel free to reach out to [Colleague Name] at [Colleague Contact Information] for any assistance you may require. I appreciate your understanding and support during this period.

Sincerely,

[Your Name]

[Position]

[Company Name]

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