

Informal Email Maternity Leave Notification

Subject: Heads Up â€” Maternity Leave

Hi [Client Name],

Just a quick note to let you know that Iâ€™ll be on maternity leave starting [Start Date] through [End Date]. While Iâ€™m away, [Colleague Name] will be your go-to person for anything you need.

Thanks so much for your understanding, and I look forward to catching up after I return!

Best,

[Your Name]

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