

Heartfelt Maternity Leave Letter to Valued Clients

Subject: Maternity Leave Notification

Dear [Client Name],

I wanted to personally let you know that I will be on maternity leave from [Start Date] until [End Date]. Your partnership means a lot to me, and I have full confidence that [Colleague Name] will provide excellent support during my absence.

Thank you for your understanding and continued collaboration. I look forward to reconnecting with you upon my return.

Warm regards,

[Your Name]

[Position]

[Company Name]

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