## **Quick and Simple Maternity Leave Email**

Hello [Client Name],
I will be on maternity leave from [Start Date] to [End Date]. For any assistance during this period
please contact [Colleague Name] at [Colleague Contact Information].
Thank you for your understanding.
Best,
[Your Name]

## Get more templates here:

Subject: Maternity Leave Notice

https://www.lettersandtemplates.com/letters/maternity-leave-letter-to-clients