

Formal Maternity Leave Letter with Project Handover

Subject: Maternity Leave and Project Handover

Dear [Client Name],

Please be informed that I will be on maternity leave from [Start Date] to [End Date]. In preparation, I have delegated ongoing responsibilities to [Colleague Name], who will manage all projects in my absence.

Attached are details of the project status and key points for smooth transition. You can contact [Colleague Name] at [Contact Information] for assistance. Thank you for your support during this period.

Sincerely,

[Your Name]

[Position]

[Company Name]

Get more templates here:

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