

Creative Maternity Leave Email with Personal Touch

Subject: Going on Maternity Leave – Staying Connected

Hi [Client Name],

I wanted to share that I'll be stepping away for maternity leave starting [Start Date] through [End Date]. While I'm away, [Colleague Name] will ensure everything runs smoothly and will be happy to assist you.

I appreciate your understanding and look forward to reconnecting after this special time.

Cheers,

[Your Name]

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