

Professional Notice for Long-Term Maternity Leave

Subject: Long-Term Maternity Leave Notification

Dear [Client Name],

I am informing you that I will be on maternity leave from [Start Date] to [End Date]. During my absence, [Colleague Name] will oversee all ongoing communications and project-related matters. Please reach out to [Colleague Name] at [Contact Information] for any queries or support. Your cooperation and understanding are greatly appreciated.

Kind regards,

[Your Name]

[Position]

[Company Name]

Get more templates here:

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