

Handover Email for Maternity Leave

Subject: Temporary Handover of Work During My Maternity Leave

Dear [Team/Manager's Name],

As I prepare to go on maternity leave starting [Date], I am handing over my duties to [Colleague's Name], who will be covering my responsibilities during my absence.

I've shared all necessary files and notes in the [shared folder/system], and I've had a detailed discussion with [Colleague's Name] about current priorities and deadlines. Please extend your support to them while I'm away.

Thank you for your understanding and cooperation.

Best wishes,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/sample-handover-email>