

Dear Collaborators,

I hope this message finds you well. I am writing to formally announce that I will be taking a sabbatical from my freelance work beginning [Start Date] and lasting until [End Date].

This decision was not made lightly, as I value our collaboration and the projects we have worked on together. However, I believe that this time away will allow me to recharge and return with fresh ideas and perspectives.

During my sabbatical, I will be unavailable for ongoing projects and new commitments. If you have any urgent matters that need to be addressed before my departure, please feel free to reach out by [Deadline Date].

I appreciate your understanding and support during this time. I look forward to reconnecting and collaborating again upon my return.

Thank you for all the great work we've done together, and I am excited about what the future holds!

Best regards,
[Your Name]
[Your Contact Information]