

Announcement of Maternity Leave

Dear Team,

I hope this message finds you well. I am writing to inform you that I will be going on maternity leave starting from [start date] and plan to return on [return date].

During my absence, [colleague's name] will be covering my responsibilities. Please feel free to reach out to them for any inquiries or assistance you may need.

I appreciate your support and understanding during this exciting time for my family. I look forward to catching up with all of you when I return.

Best regards,
[Your Name]