

Update on Maternity Leave

Dear Team,

I hope this message finds you well. I wanted to take a moment to update you regarding my upcoming maternity leave. I will be officially starting my leave on **[Start Date]**, and I anticipate returning on **[Return Date]**.

During my absence, **[Colleague's Name]** will be stepping in to handle my responsibilities. Please feel free to reach out to them for any urgent matters.

Thank you for your support and understanding during this exciting time. I appreciate the teamwork and collaboration we have.

Best regards,

[Your Name]
[Your Position]