

Notice of Maternity Leave

Dear [Stakeholder's Name],

I hope this message finds you well. I am writing to officially inform you that I will be on maternity leave starting from [Start Date] and plan to return on [Return Date]. During my absence, [Colleague's Name] will be available to assist with any urgent matters.

Please feel free to reach out to [Colleague's Name] at [Colleague's Email] for any queries or support you may need.

Thank you for your understanding and support during this special time.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]