

Dear [Client's Name],

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 will be returning on [Return Date]. During my absence, [Colleague's Name] will be available to assist you with any queries or needs you may have.

Please feel free to reach out to [Colleague's Email] or [Colleague's Phone Number] for any support you may require. I have full confidence in [Colleague's Name]'s ability to provide you with excellent service during this period.

Thank you for your understanding and support. I look forward to reconnecting upon my return.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]