

Subject: Maternity Leave Notification

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 taking over my responsibilities. Please reach out to them for any urgent matters.

Thank you for your support and understanding during this time.

Best regards,

[Your Name]

[Your Job Title]