

Maternity Leave Announcement

Dear [Team/Manager's Name],

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

During my absence, [Colleague's Name/Backup] will be available to handle any urgent matters. I am committed to ensuring a smooth transition and will do my best to wrap up my current projects before my leave begins.

Thank you for your understanding and support during this time. If you have any questions, please feel free to reach out to me before my leave.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]