

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Company/Organization Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

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

During my absence, I will ensure that any ongoing projects are handed over to a trusted colleague or that appropriate measures are in place to manage my responsibilities. Please let me know if you would like to discuss this further or have any questions regarding the transition.

Thank you for your understanding and support during this time.

Best regards,

[Your Name]

[Your Business Name, if applicable]