

Subject: Out of Office - [Your Name]

Hello,

Thank you for your email. I am currently on maternity leave starting [start date] and will be returning on [return date]. During this time, I will have limited access to my email.

If you need immediate assistance, please reach out to [Colleague's Name] at [Colleague's Email] or [Colleague's Phone Number].

Thank you for your understanding!

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]