

Subject: Out of Office: Maternity Leave

Dear colleagues and clients,

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]. I am excited to welcome a new addition to my family and will be away from work during this special time. My estimated return date is [End Date], but this may be subject to change based on my personal circumstances.

During my absence, [Alternate Colleague's Name] will be handling my responsibilities and acting as the point of contact for any urgent matters or inquiries. You can reach [Alternate Colleague] at [Alternate Colleague's Email/Phone]. They are well-informed about ongoing projects and will ensure a seamless continuation of work.

While I will not be available to respond to emails or participate in meetings, I trust that my capable colleagues will provide the support and assistance you may require during my absence. If your matter is not urgent, I kindly request your patience until my return. I will make every effort to respond to your message as soon as I am back.

I want to express my gratitude for your understanding and support during this exciting time in my life. I look forward to returning to work and reconnecting with all of you. Thank you for your well-wishes and support.

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]