

Subject: Out of Office

Hello,

Thank you for your email. I am currently out of the office and will not be available to respond to messages until [return date]. I will have limited access to email during this time.

If your matter is urgent, please contact [colleague's name] at [colleague's email] or [colleague's phone number]. For all other inquiries, I will respond as soon as possible upon my return.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]

[Your Email Address]