

[Your Name]
[Your Job Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Subject: Out of Office Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I will be out of the office from [start date] to [end date]. During this time, I will have limited access to email and may not be able to respond promptly.

If you require immediate assistance, please contact [Colleague's Name] at [Colleague's Email] or [Colleague's Phone Number].

I appreciate your understanding and will respond to your email as soon as possible upon my return.

Thank you for your patience.

Sincerely,

[Your Name]
[Your Job Title]