

Subject: Out of Office

Hi there!

Thank you for reaching out. I'm currently out of the office and will not be available until [Return Date]. During this time, I will have limited access to email.

If your message is urgent, please contact [Colleague's Name] at [Colleague's Email] or [Colleague's Phone Number]. Otherwise, I'll get back to you as soon as I can upon my return.

Wishing you a great day!

Best,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]