

Subject: Out of Office for Holiday Break

Dear [Recipient's Name],

Thank you for your email. I am currently out of the office for the holiday season from [start date] to [end date]. During this time, I may have limited access to my email and will not be checking messages regularly.

If your matter is urgent, please contact [Alternate Contact Name] at [Alternate Contact Email] or [Alternate Contact Phone Number].

I look forward to connecting with you upon my return.

Wishing you a wonderful holiday season!

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]