

Subject: Out of Office

Hello,

Thank you for your email. I am 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 matter is urgent, please contact [alternative contact name] at [alternative contact email/phone number].

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]