

Subject: Out of Office

Dear [Recipient's Name],

Thank you for your email. I am currently out of the office on vacation 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 your matter is urgent, please contact [Alternative Contact's Name] at [Alternative Contact's Email] or [Alternative Contact's Phone Number].

I appreciate your understanding and will get back to you as soon as possible upon my return.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]