

Subject: Out of Office Notice

Dear [Recipient's Name],

Thank you for your email. I am currently out of the office on a business trip from [Start Date] to [End Date]. During this time, I will have limited access to email.

If your matter is urgent, please reach out to [Colleague's Name] at [Colleague's Email] or [Colleague's Phone Number]. Otherwise, I will respond to your message as soon as possible upon my return.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]