

Subject: Out of Office Notice

Dear [Recipient's Name],

Thank you for your email. I am currently out of the office attending [Name of Conference] from [Start Date] to [End Date] and will not be checking emails regularly during this time.

If your matter is urgent, please contact [Alternative Contact Name] at [Alternative Contact Email/Phone Number]. Otherwise, I will respond to your email as soon as possible upon my return.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]