

Subject: Out of Office

Hello,

Thank you for your email. I am currently out of the office on personal leave and will not be checking my emails regularly. I will be back on [return date].

For urgent matters, please contact [alternative contact name and 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]