

Subject: Out of Office

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 my email.

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]