

Subject: Out of Office: [Your Name]

Hello,

Thank you for your email. I am currently out of the office for training from [start date] to [end date]. I will not have regular access to my email during this time.

If your matter is urgent, please contact [Alternative Contact Name] at [Alternative Contact Email] or [Alternative Contact 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 Job Title]

[Your Company]

[Your Phone Number]