

Subject: Out of Office: [Your Name]

Dear Sender,

Thank you for your email. I am currently out of the office and will not be available to respond until [return date].

If your matter is urgent, please contact [alternate contact name] at [alternate contact email] or [alternate contact 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 Contact Information]