

Subject: Out of Office Notification

Dear [Recipient's Name],

Thank you for your email. I hope this message finds you well.

I am currently out of the office from [start date] to [end date] and will not be checking my email during this time. I will respond to your message as soon as possible upon my return on [return date].

If your matter is urgent, please contact [Alternative Contact's Name] at [Alternative Contact's Email] or [Alternative Contact's Phone Number], who will be happy to assist you in my absence.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]

[Your Email Address]