

Subject: Out of Office

Dear [Sender's Name],

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

For immediate assistance, please contact [Colleague's Name] at [Colleague's Email] or [Colleague's Phone Number].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]