

Subject: Out of Office - [Your Name]

Hello!

Thank you for your email. I'm currently out of the office on an adventure until [return date] and will have limited access to my emails.

If your message is urgent, please reach out to [Colleague's Name] at [Colleague's Email], who will be happy to assist you.

Otherwise, I'll get back to you as soon as I return. Thank you for your understanding!

Wishing you a fantastic day!

Best,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]