

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Dear [Recipient's Name],

Thank you for your email. I am currently out of the office and will return on [return date]. During this time, I will have limited access to my email and may not be able to respond promptly.

If your matter is urgent, please reach out to [Colleague's Name] at [Colleague's Email] or [Colleague's 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 Position]
[Your Company]