

Subject: Out of Office

Dear [Recipient's Name],

Thank you for your email! I wanted to let you know that I am currently out of the office from [start date] until [end date]. During this time, I will have limited access to my emails and may not be able to respond immediately.

If your matter is urgent, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone Number]. Otherwise, I will be sure to get back to you as soon as I return.

Thank you for your understanding!

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]