

[Your Name]

[Your Position]

[Your Company]

[Your Email Address]

[Your Phone Number]

[Date]

Subject: Out of Office Notification

Dear [Recipient's Name],

Thank you for your email. I am currently out of the office and will not be available until [return date]. During this time, I will have limited access to my emails.

If your matter is urgent, please contact [Alternative Contact Name] at [Alternative Contact Email/Phone Number]. Otherwise, I will respond to your message as soon as possible upon my return.

Thank you for your understanding.

Warm regards,

[Your Name]