

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]

[Date]

Subject: Out of Office Notification

Dear [Recipient's Name],

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

If your matter is urgent, please contact [Alternative Contact Name] at [Alternative Contact Email] or [Alternative Contact Phone Number].

I appreciate your understanding and will respond to your email as soon as possible upon my return.

Best regards,

[Your Name]