

Subject: Out of Office

Dear [Sender'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 email.

If your matter is urgent, please contact [alternative contact person's name] at [contact person's email or phone number].

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]