

Subject: Out of Office

Dear [Sender's Name],

Thank you for your message! I hope this note finds you well.

I wanted to let you know that I am currently out of the office and will not be available to respond to emails until [return date]. I appreciate your understanding and patience during my absence.

If your matter is urgent, please feel free to reach out to [alternative contact name] at [alternative contact email/phone]. Otherwise, I will respond to your email as soon as I return.

Wishing you all the best!

Warm regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]