

Hello Colleagues,

Out-of-office email Template.

Thank you for your message. I am out of the office on [business trip] / [leave] from [date] and will be returning on [date].

I have [limited] / [no] access to e-mails during this period, so response will be delayed.

For urgent issues which require immediate attention, please contact :

[First name] [Last name] at [e-mail address] or [phone number].

You may wish to personalise your out-of-office message but kindly ensure that below 4 points are stated:

1. On business trip/leave
2. Start and return dates
3. Limited/no access to e-mails
4. Your/alternative contact

Signature