

Absence Advisory

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that I will be unavailable for the next [number of days/weeks] due to [reason for absence]. During this time, I will not be able to respond to emails or work on our ongoing projects.

To ensure a smooth workflow, I will complete all pending tasks by [date] and will be available for any urgent matters until then. If you have any questions or need assistance, please feel free to reach out before my absence.

Thank you for your understanding, and I look forward to resuming our work on [return date].

Best regards,

[Your Name]

[Your Contact Information]