

Subject: Notification of Time-Off

Dear [Partner's Name],

I hope this message finds you well. I am writing to inform you that I will be taking some time off from [start date] to [end date]. During this period, I will be unavailable for any meetings or project commitments.

Prior to my time-off, I will ensure that all current tasks are up to date, and I will provide any necessary handover notes to assist in the smooth continuation of our projects. Should you have any urgent matters during my absence, please feel free to reach out to [alternative contact's name and contact information].

Thank you for your understanding, and I look forward to reconnecting upon my return.

Best regards,

[Your Name]

[Your Contact Information]