

Vacation Alert Notification

Dear [Stakeholder's Name],

I hope this message finds you well. I am writing to inform you that I will be on vacation from [start date] to [end date]. During this time, I will have limited access to email and may not be able to respond immediately.

If you have any urgent matters that need immediate attention, please feel free to reach out to [Alternate Contact Name] at [Contact Information]. I appreciate your understanding and support.

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

Best regards,

[Your Name]

[Your Email]

[Your Contact Number]