

Subject: Out of Office - [Your Name]

Hello,

Thank you for your message. I am currently out of the office enjoying a holiday from [start date] to [end date]. During this time, I will have limited access to email and may not be able to respond promptly.

If your matter is urgent, please contact [alternative contact name and email]. Otherwise, I will respond to your email as soon as possible upon my return.

Thank you for your understanding, and I wish you a wonderful holiday season!

Best regards,

[Your Name]

[Your Freelance Title]

[Your Contact Information]