

Subject: Out of Office Notification

Dear [Sender's Name],

Thank you for your email. I am currently out of the office on vacation from [Start Date] to [End Date]. During this time, I will have limited access to my email.

If your matter is urgent, please contact [Alternative Contact Name] at [Alternative Contact Email] or [Alternative Contact Phone Number].

I will respond to your email as soon as possible upon my return.

Thank you for your understanding.

Best regards,
[Your Name]
[Your Position]
[Your Company]