

Creating a professional sounding out-of-office email is important for setting the right expectations with your colleagues and clients when you are not available. These emails should provide necessary information about your absence and guide correspondents on how to proceed in your absence. Here are templates for out-of-office emails that are professional and considerate.

Template 1: General Out-of-Office Message

Subject: Out of Office: [Your Name]

Hello,

Thank you for your email. I am currently out of the office with no access to email. I will be returning on [Return Date].

For immediate assistance, please contact [Alternative Contact Name] at [Alternative Contact's Email]. Otherwise, I will respond to your email as soon as possible upon my return.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

Template 2: Out-of-Office Message for Extended Leave

Subject: Out of Office: [Your Name]

Dear [Recipient's Name],

I am currently on an extended leave from [Start Date] to [End Date] and will not be checking emails during this period.

For urgent matters, please contact [Alternative Contact Name] at [Alternative Contact's Email]. For all other inquiries, I will respond to your message promptly upon my return.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]

Template 3: Out-of-Office Message for Conference Attendance

Subject: Out of Office: [Your Name]
Hello,

Thank you for reaching out. I am currently attending [Conference Name] and will be out of the office until [Return Date]. I will have limited access to email during this time.

For immediate assistance, please contact [Alternative Contact Name] at [Alternative Contact's Email]. I look forward to connecting with you and sharing insights from the conference upon my return.

Warm regards,
[Your Name]
[Your Position]
[Your Contact Information]

Template 4: Out-of-Office Message for a Company-wide Closure

Subject: Out of Office: [Your Name]

Hello,

Thank you for your email. Please note that [Your Company Name] is closed from [Start Date] to [End Date]. During this period, I will not be available to respond to emails.

If your matter is urgent, please reach out to [Company's Customer Service Email/Phone Number]. We will resume normal operations on [Reopening Date] and I will address your email as soon as possible upon my return.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]

These templates provide a professional way to inform others of your absence and whom to contact during your time away. You can adapt them to fit the nature of your leave and the specific instructions you want to leave for your correspondents.