## **Auto Reply Out Of Office Message**

### **Subject: Office Leaves Announcement**

#### Greetings,

I hope this message finds you well. I'm writing to let you know that [YOUR NAME], our [YOUR POSITION], will not be available starting from [DATE OF START] until [DATE OF END].

If there are matters that need immediate attention, we suggest that you may want to touch base with [ALTERNATIVE CONTACT'S NAME] who will be handling [YOUR NAME]'s tasks during the said period. You can reach [ALTERNATIVE CONTACT'S NAME] at [ALTERNATIVE CONTACT'S EMAIL] or [ALTERNATIVE CONTACT'S PHONE NUMBER].

This absence is a result of [REASON FOR ABSENCE]. We appreciate your understanding and patience.

Please note that emails will not be checked regularly during this time, and responses may be slower than usual. Expect a response upon [YOUR NAME]'s return on [DATE OF RETURN].

We appreciate your understanding and we're looking forward to addressing your concerns when [YOUR NAME] is back.

Best Regards,

[YOUR COMPANY NAME]

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# **Sample Out Of Office Auto Reply Message**

Lei Shi

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