

Subject: Out of Office

To whom it may concern,

I will be out of the office from (date leaving) to (date returning). During that time, I will have no access to email or voicemail. If your question or concern can wait until my return, I will respond to all messages no later than (deadline).

However, if you have an immediate need, please feel free to contact one of the following people in my absence:

For general departmental concerns:

(name)
(title)
(phone)
(email)

For questions regarding (specific project):

(name)
(title)
(phone)
(email)

I apologize for any inconvenience and look forward to assisting you upon my return.

Sincerely,

(your name)
(title)
(phone)
(email)