I am currently out of office and expect to come back on MMMM DD. I will then answer your email as soon as possible.

For issues of galactical importance which absolutely cannot be postponed, you may want to contact my manager $CurrentUserManagerGivenname$ $CurrentUserManagerSurname$$CurrentUserManagerSalutation$, $CurrentUserManagerTitle$.

Best regards / Liebe Grüße

$CurrentMailboxGivenName$$CurrentMailboxSalutation$  
  $CurrentMailboxTitle$  
[$CurrentMailboxMail$](mailto:$CurrentMailboxMail$)  [$CurrentMailboxTelephone$](tel:$CurrentMailboxTelephone$)