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:$CurrentMailboxMail$" \o "Send $CurrentMailboxGivenName$ $CurrentMailboxSurname$ an email to $CurrentMailboxMail$)  [$CurrentMailboxTelephone$](tel:$CurrentMailboxTelephone$" \o "Call $CurrentMailboxTelephone$)