

Hello,

I will be out of the office starting **(Starting Date)** through **(End Date)** returning on **(Date of Return)**.

In the meantime, please contact **(Contacts Name)** at **(Contacts Email Address)**.

For help on Project x, please contact **(Contacts Name)** at **(Contacts Email Address)**.

Otherwise I will respond to your emails as soon as possible upon my return.

Optional: In case of emergency, please contact me at **(phone or email)**

Sincerely,

[Your Name]