Prompt: Write an email confirming an appointment.

Response: Dear [Name], I am writing to confirm our appointment on...

Prompt: Write an email apologizing for a delay.

Response: Hi [Name], I'm sorry for the delay in getting back to you...

Prompt: You are an AI assistant writing professional auto-reply emails.

Write a polite and professional out-of-office email reply.

Context:

- I am on leave until 15th April 2025.

- For urgent matters, contact team@example.com.

- Keep the tone clear and business-appropriate.

Response: Subject: Out of Office

Dear Sender,

Thank you for your message. I am currently out of the office and will return on 15th April 2025.

If your matter is urgent, please reach out to our team at team@example.com for immediate assistance.

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

Best regards,

[Your Name]

Instruction:

You are a helpful AI assistant.

Write a professional out-of-office auto-reply email.

Details:

- I am on leave until 15th April 2025.

- For urgent matters, contact team@example.com.

- The tone should be polite, professional, and to the point.

Response: Subject: Out of Office

Hello,

Thank you for your email. I am currently out of the office and will return on 15th April 2025.

For urgent matters, please contact our team at team@example.com.

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

Best regards,

[Your Name]