**OUT OF OFFICE EMAIL TEMPLATES**

**Generic Formal Out Of Office Email**

Subject: Out of Office Message

Hello and thank you for your message. I will be out of office between the DD.MM and the DD.MM.YYYY and will have limited email access. Your email will not be forwarded for data protection reasons and can therefore only be answered from the DD.MM onwards. In urgent cases, please contact my colleague [Name] [email] directly via email

Sincerely,

Name

Email Signature

**Client-based Out Of Office EMail**

Subject: Out of Office Message

Hello and thank you for your email.

Unfortunately, I am currently out of office until the DD.MM.YYYY and unable to attend to your needs.

My colleague [Name] will be more than happy to assist you. You can reach him/her via the following email [email] or by phone [phone number]

I apologize for the inconvenience.

Sincerely,

Name

Email Signature

**Illness Out of Office Email**

Subject: Out of Office Message

Hello and thank you for your email,

Unfortunately, I will not be available for the foreseeable future. Your message will not be forwarded for data protection reasons. My colleague [Name] will be more than happy to assist you. You can reach him/her via the following email [email] or by phone [phone number]

Sincerely,

Name

Email Signature