

Write the perfect Out of Office reply in English - from the UK

URL: <http://www.stgeorges.co.uk/blog/business-english/write-the-perfect-out-of-office-reply-in-english>

Example 1: Formal style

I am out of the office until (DATE) and will get back to you as soon as possible.

Does anything more really need to be said?

Example 2:

I am now out of the office returning (DATE)

For any enquiries please call (OFFICE TELEPHONE NUMBER)

This is possibly better than the first one, as there is help with an alternative contact if the matter is truly urgent

Example 3:

Thank you for your email. I will be back at my desk on (DATE).

This person is not messing around. This message leaves it unsaid that your email will NOT be answered, so if you really need an answer then use your own initiative to find someone else to speak to. I like this idea because if a regular client, customer or colleague gets passed on to another person in your company, can you really guarantee that they will get the same level of service/intelligence/commitment/courtesy/knowledge/speed that you would provide? There is no guarantee, is there? So, maybe it's better for the person to wait until you return.

Example 4:

I am out of the office but picking up emails sporadically.

Thanks.

This message offers some hope that your email will be dealt with if it is considered important enough to merit a reply. This could lead to problems though. The sender might believe their email to be crucial. The responder might think it's not worth a reply until they return. Confusion and frustration may ensue.