

Write the perfect Out of Office reply in English

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

Example 1: Formal style

Thank you for your email. Unfortunately, I am currently out of the office and will not return until (END DATE).

If you require immediate assistance in my absence, please contact (COLLEAGUE'S NAME) on (PHONE NO#) or (EMAIL ADDRESS), who will be able to deal with your enquiry.

Otherwise, I will respond to your email as soon as possible on my return.

Best regards,

Example 2: Direct to the point (including stating that you are not answering emails)

I will be out of the office from (START DATE) to (END DATE) with no access to my emails.

If your message is urgent, please contact (COLLEAGUE'S NAME) on (PHONE NO#) or (EMAIL ADDRESS).

Example 3: Suitable for Sales or Customer Service/Help departments

Thank you for your message. I am currently out of the office and will not return until (DATE).

Your business is important to us and I will respond to you immediately when I return to work.