



## Examples of Out of Office Messages

Your out of office email message is **helpful to your business contacts**, and it also helps you enjoy your time away from work. When people know that you are away, they are less likely to send you multiple emails on the same subject so you can return to work with a less cluttered inbox.

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Hello,

I am away from until [date], and will be returning to the office on [date and time]. I will [not] be checking emails during this time, but if you have any urgent queries during this time, please refer to the contacts below.

For urgent matters, please contact:

Name

Email [coworkersname@csumb.edu](mailto:coworkersname@csumb.edu)

Phone

I will respond to your emails when I return to the office.

Kindly,  
*Signature*

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Thank you for your email. I am out of the office from [date and time] and I will be back on [date and time]. If you have an inquiry (urgent or non-urgent), please contact [email/phone].

I will be checking my email periodically but I will only be responding to the most urgent inquiries while I am away.

Kindly,  
*Signature*

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Hello,

I am on leave until [date]. Please contact my supervisor, [name], at [email, phone, physical office location] for matters that need to be addressed during my absence.

Kindly,  
*Signature*

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