



50 Clever and Effective Out-of-Office Email Templates





Table of contents

3	Introduction
4	Writing an Effective OOO Email
5	Best Practices
6	50 OOO Templates
7	Vacation
12	Sick Days
14	Sabbatical
16	Leave of Absence
18	Medical Leave
19	Parental Leave
20	Bereavement
21	Mental Health Break
22	Corporate Holidays & Office Closures
23	Conference and Events
24	Business Travels
25	Research & Fieldwork
26	Business Restructuring
27	Professional Development
28	General Templates

Introduction

Whether you're planning to enjoy a well-deserved vacation, are taking time away to care for your health, or are traveling for work, an effective out-of-office (OOO) email response can help set clear expectations and maintain professionalism in your absence.

An OOO email—also known as an out-of-office email—is a message that informs others about your temporary absence from work. When an OOO response is activated, anyone who sends you an email during your absence will automatically receive your OOO message as a response. By nature, these responses serve as a courtesy to help manage expectations and streamline communication during your absence.

There are many instances when an out-of-office email may be appropriate. Depending on your company's culture and expectations, you may use an OOO email to notify contacts that you are on vacation, traveling for work, or managing a family emergency. It is typical to create an OOO response when you are planning to be away from work for at least one full business day.

Whether you're a seasoned entrepreneur or are new to the world of corporate communications, this ebook is packed with tips, tricks, and templates to help you craft email responses that will streamline communication and go a long way in helping to manage your inbox while you are away. Within the following pages, you'll find best practices for writing automated responses that strike the right tone, provide the necessary information, and leave a positive impression.

Writing an Effective OOO Email

There is no single “right” way to write your OOO email. Just like the emails you send on a day-to-day basis are written with your specific tone and voice, this automated response is no different. You should consider the circumstances of your absence, your company’s culture, and your own unique personality when determining exactly how to craft your message.

If you’re not sure where to start, remember that most OOO messages are made up of the following parts:

- A greeting
- A clear statement of absence
- Expectations for response time
- An alternative contact
- A sign-off

Putting those pieces together, you’ll be left with a message that is structured like the following example:

Hi there!

Thanks for your message. I am out of the office and will be offline from May 29 through June 2.

If you need assistance prior to my return on June 5, please reach out to my manager, Regina Lopez.

Best regards,

Frank Gerard
Marketing Manager, HubSpot

This is a simple and concise message that sets clear expectations. Setting expectations is crucial because it can help alleviate misunderstandings and roadblocks that could otherwise arise. Rather than leaving stakeholders waiting on a response, you are able to streamline the process by redirecting them and managing their expectations for response time.

Best Practices

There are countless ways to write a "good" out-of-office response, but the best of them all have a few things in common. The following tips are high-level best practices that you should consider applying to your own message whenever they are applicable to your situation.

01. Be Clear and Concise

You want to make sure that your message is brief and to the point. Use simple, concise language to convey necessary information in a direct, straightforward manner.

02. Include Specific Dates

Clearly state the dates of your absence to provide clarity on the window in which you will be unavailable to prevent communication and manage expectations.

03. Provide an Alternative Contact

In order to ensure that timely requests can be addressed, you will want to include the name and contact details for a colleague or manager. Just be sure to get their permission to list them as an alternative person of contact first.

04. Set Response Expectations

Clearly list when a recipient can expect a response from you, whether it's upon your return or within a certain timeline. This will help prevent unnecessary follow-ups and gives the recipient the opportunity to reach out to a different point of contact if they need a response prior to your return.

05. Mind the Details

Keeping in mind that this OOO message will be sent as a response to any email that hits your inbox while you're away, you want to be mindful of the level of detail that you include in your message. This is important for both professionalism and privacy. While it's fine to mention the reason for your absence, you want to be careful not to include details that are confidential or might otherwise compromise your privacy.

06. Proof-read and Test

Ensure accuracy, clarity, and proper activation by doing a quick check on both the grammar and composition of your message, as well as the technical logistics of its activation.

50 000 Email Templates

Vacation

Hello,

Thank you for your email. I am on vacation and will be offline from [start date] to [end date].

I will have limited access to email during this time. I will review my inbox upon my return on [return date] and will get back to you at that time.

If your request is urgent, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone], who will be able to assist you while I'm away.

Thank you for your understanding.

Warm regards,

[Your Name]

Hello!

Thank you for your email. I'm currently out of the office, soaking up the sun during my vacation. I will be taking a break from work from [start date] to [end date].

During my absence, I will not be available to check my email. However, I'll be sure to catch up on all messages and get back to you promptly upon my return.

If you need assistance prior to my return, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone].

I look forward to reconnecting with you soon.

4

Best,

[Your Name]

Hi there!

Thanks for reaching out. From [start date] to [end date], I'll be enjoying some time away from work as I enjoy my much-anticipated vacation.

I will not be checking my email during this time. If you need a response prior to my return on [return date], please contact [Alternative Contact Name] at [Alternative Contact Email/Phone].

I look forward to reviewing your message when I return. Thanks for your patience!

Best regards,

[Your Name]

Hello!

Thank you for your email. From [start date] to [end date], I'll be enjoying some vacation time as I unwind and recharge.

Please note that my inbox will not be monitored during this time. You can expect a response after my return on [return date]. If you need assistance prior to that time, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone].

I appreciate your patience during this time. I look forward to reconnecting with you soon.

All the best,

[Your Name]

Hi,

Thank you for your message. From [start date] to [end date] I will be taking a personal break to enjoy time with my loved ones.

Please note that I will not have access to my email during this time. I will review my inbox upon my return on [return date] and will work to provide a response within a timely manner at that time.

If this is an urgent matter, please contact [Alternative Contact Name] at [Alternative Contact Email/Phone].

Thank you for your understanding.

Best regards,

[Your Name]

Hello!

Thank you for your email. I'm thrilled to let you know that I'll be stepping away from my desk from [start date] to [end date] as I enjoy what I hope will be an unforgettable vacation in [name of destination].

I plan to fully take advantage of this time away from work and will be disconnected from my email during this time. Don't fret! I'll be back online [return date] and will review your message then.

If you need help before that time, [Alternative Contact Name] will be available and can be reached at [Alternative Contact Email/Phone].

Have a great day!

[Your Name]

Hey there,

I've escaped the clutches of my inbox and ventured off to enjoy some vacation time. From [start date] to [end date], I'll be soaking up some sunshine and forgetting that work even exists. (Kidding.)

Don't worry! I'll be back before the sunburn fades. You can expect a response from me within a few days of my return on [return date].

If it's an emergency (like running out of sunscreen), [Alternative Contact Name] is happy to assist and can be reached at [Alternative Contact Email/Phone]. Otherwise, we'll catch up when I'm back online.

Cheers!

[Your Name]

Greetings,

I have embarked on an epic journey (I'm enjoying a staycation). From [start date] to [end date] I will be offline, exploring the unknown (I'm sitting in my backyard).

I'll return from this expedition on [return date] and will respond to your email then.

If an urgent matter arises while I'm conquering the wilderness, [Alternative Contact Name] is available to help and can be reached at [Alternative Contact Email/Phone].

Yours adventurously,

[Your Name]



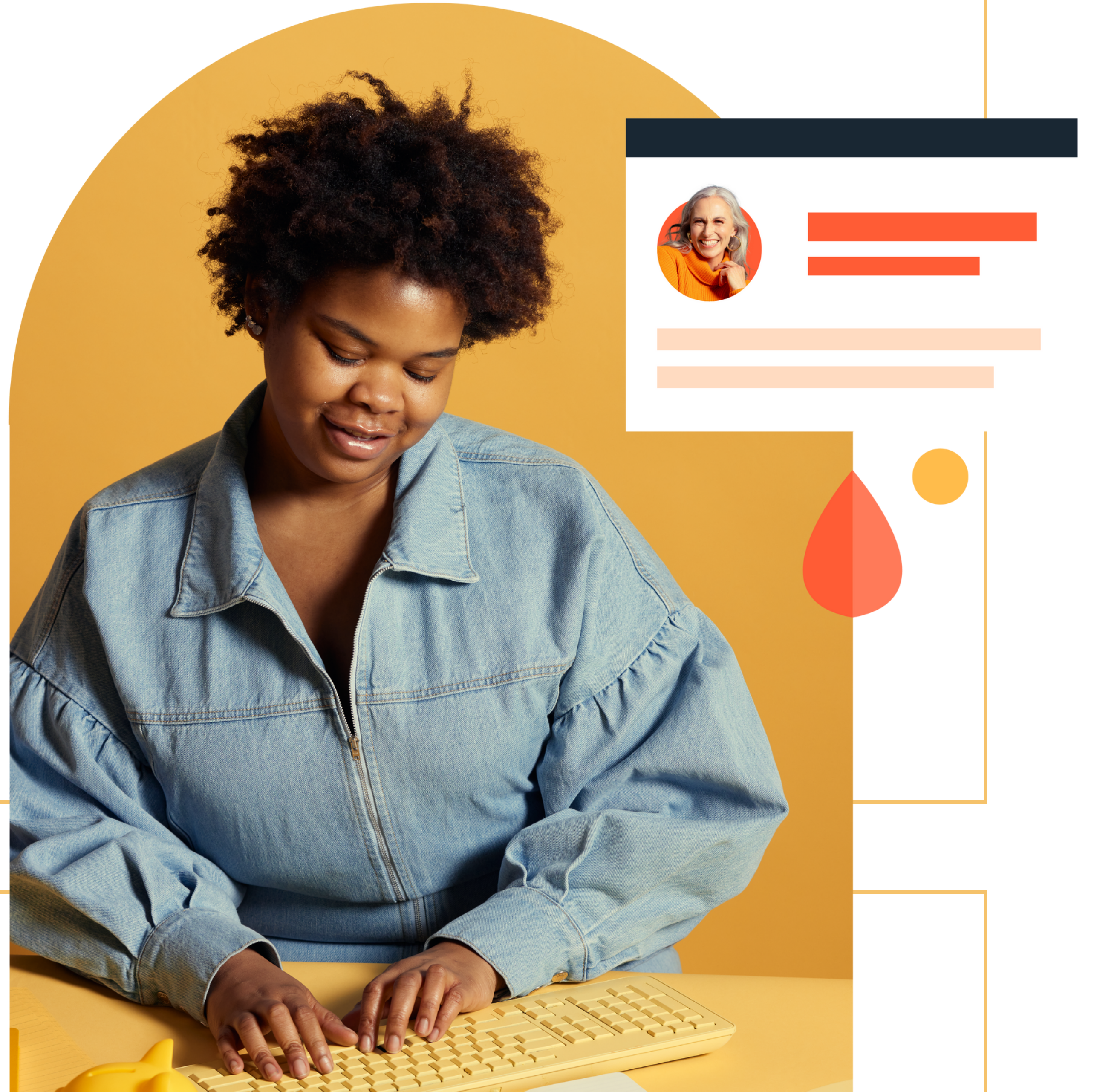
Hello,

I am excited to inform you that I have decided to pursue my passion for perfecting the afternoon nap. In order to diligently hone my siesta skills, I will be offline from [start date] to [end date].

If you have any urgent matters that require a response prior to [return date], please contact [Alternative Contact Name] at [Alternative Contact Email/Phone]. They might not be a napping expert, but they will be happy to help you while I'm away.

Wishing you a peaceful slumber,

[Your Name]



Hi there!

I will be offline from [start date] to [end date] as I embark on a scientific experiment. I'll be selflessly lending my time to test the theory that time flies when you're having fun.

If you need assistance as I try to bend the space-time continuum—all in the name of science.

If you need assistance during this time warp, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone]. They'll be sure your concerns are addressed promptly. Otherwise, you can expect a response from me after [return date].

Wishing you time that flies,

[Your Name]

Sick Days

Hello,

Thank you for your message.
Unfortunately, I am currently feeling under the weather and will be taking time to recover. I apologize for any inconvenience.

If you need immediate assistance, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone].

Thank you for your understanding.
I'll get back to you as soon as I am able.

Best regards,

[Your Name]

Hi there,

Thanks for your message. I am currently offline recovering from illness.

During my absence, please direct any urgent matters to [Alternative Contact Name] at [Alternative Contact Email/Phone].

I appreciate your understanding.
I'll respond to your message when I'm back online.

Kind regards,

[Your Name]

Greetings,

Thank you for reaching out. I am currently feeling unwell and am unable to attend to work-related matters. My apologies for any inconvenience this may cause.

For immediate assistance, please contact [Alternative Contact Name] at [Alternative Contact Email/Phone].

Thank you for your understanding. I'll respond to your message when I'm in good health.

Best,

[Your Name]

Hey there,

I regret to inform you that I have fallen victim to a mighty cold. The relentless virus has left me with a raspy voice and deep appreciation for a good nap. With that being said—I'm taking a couple of days to fight this foe and will plan to be back online on [return date].

If something should arise before that time that needs immediate attention, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone].

Wishing you (and myself) good health,

[Your Name]

Hello,

I'm just going to get to the point—I'm sick and will be taking a few days to recover from whatever germs are plaguing me. I hope to return to work on [return date] and will review your message at that time.

Should you need assistance before that time, [Alternative Contact Name] can help and can be reached at [Alternative Contact Email/Phone].

Thanks for your understanding,

[Your Name]



4

Sabbatical

Hello,

I'm excited to share that I will be embarking on a sabbatical beginning on [start date] and ending on [end date]. During this time, I will be temporarily disengaging from work in order to recharge and come back refreshed and inspired.

During my break, I will not be managing my inbox. [Alternative Contact Name] is available to assist in any matters that may arise during my time away and can be reached at [Alternative Contact Email/Phone].

Thank you for your support and understanding. I look forward to returning with fresh perspectives and ideas.

Best regards,

[Your Name]



Hi there,

Thank you for your email. I am on sabbatical from [start date] to [end date]. During this time, I will be fully disconnected from work (including my inbox) in an effort to prioritize self-reflection, rejuvenation, and personal development.

If you require assistance during my time away, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone]. They will be happy to assist you during my absence.

Thank you for your support as I take this valuable time for personal growth. I look forward to reconnecting with you upon my return.

Best,

[Your Name]

Greetings,

I have embarked on a bold and daring adventure to find the meaning of life—and by that, I mean indulge in some seriously good pizza. As a result, I'll be on sabbatical from [start date] to [end date], diving deep into an attempt to uncover hidden truths and devouring slices of delight.

If an urgent matter should arise during this odyssey, you can contact [Alternative Contact Name] at [Alternative Contact Email/Phone].

Wishing you slices of joy,

[Your Name]



4

Leave of Absence

Hello,

Thank you for your email. I will be taking a leave of absence from [start date] to [end date] to attend to important matters.

If you have any concerns or require assistance prior to my return on [return date], please contact [Alternative Contact Name] at [Alternative Contact Email/Phone]. They will be able to provide assistance during my time away.

Thank you for your understanding. I look forward to reviewing your message upon my return.

Best regards,

[Your Name]

Hello,

Thank you for your message. I will be taking a leave of absence from [start date] to [end date]. I will not be monitoring my inbox during this time.

Why am I gone, you ask? Could it be jury duty? Have I finally been cast for Survivor? Will the world ever know? Keep pondering—you have until my return on [return date] to figure it out.

Should you need assistance prior to my return, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone].

All the best,

[Your Name]

Greetings,

I hope this email finds you well. I will be on a temporary leave of absence from [start date] to [end date]. I will not be available to respond to emails or attend to work-related matters during this time.

If you require assistance before my return on [return date], [Alternative Contact Name] is available to assist you and can be reached at [Alternative Contact Email/Phone].

Thank you for your patience and understanding.

Warmly,

[Your Name]

Medical Leave

Hello,

Thank you for your email. I will be taking a medical leave of absence from [start date] until [end date]. During this time, I will be fully disconnected from work in order to prioritize my health.

If you have any immediate concerns or require assistance, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone].

Thank you for your understanding. I look forward to reconnecting with you upon my return.

Best,

[Your Name]

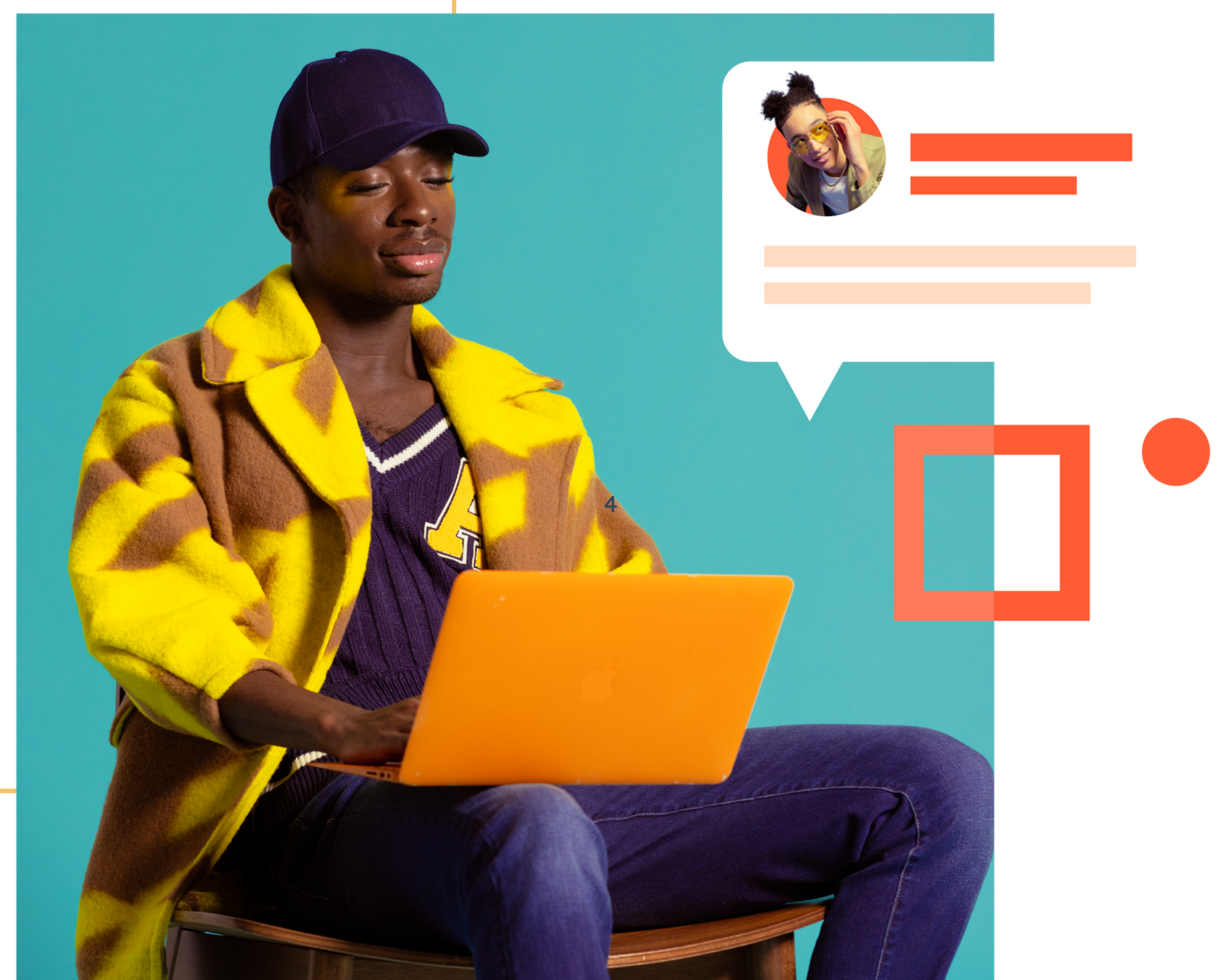
Greetings,

I am currently on medical leave from [start date] to [end date]. During this time, I will not be available to attend to work-related matters.

If you have anything that requires attention prior to my return, please contact [Alternative Contact Name] at [Alternative Contact Email/Phone].

Thank you,

[Your Name]



Parental Leave

Hey there!

I've temporarily traded in emails and spreadsheets for baby giggles and sleepless nights. That's right—I'm on parental leave.

I'll be back to work on [return date]. If you need something in the meantime, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone]. They'll be happy to help.

Wish me luck on this wild parenting adventure!

Cheers,
[Your Name]

Hey there!

I've temporarily traded in emails and spreadsheets for baby giggles and sleepless nights. That's right—I'm on parental leave.

I'll be back to work on [return date]. If you need something in the meantime, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone]. They'll be happy to help.

Wish me luck on this wild parenting adventure!

Cheers,
[Your Name]

Hello,

Thanks for your message. I am currently on parental leave and will return to work on [return date]. During this time, I will be fully dedicated to my growing family and will not be monitoring my inbox or attending to work-related matters.

[Alternative Contact Name] is available to assist as needed during this time. They can be reached at [Alternative Contact Email/Phone].

Thank you for your support as I enjoy this precious time away.

Kind regards,

[Your Name]

Bereavement

Hello,

Thank you for your email. I will be on bereavement leave until [return date] as I mourn the loss of a dear loved one. During this time, I will be fully disconnected from work as I navigate this difficult period.

If you have any immediate concerns or require assistance prior to my return, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone].

Thank you for your understanding.

[Your Name]

Greetings,

Thank you for your message. I will be on bereavement leave from [start date] to [end date]. During this period, I will be taking the necessary time to heal, reflect, and honor the memory of a loved one who has passed away.

If you have anything that requires attention while I am away, please contact [Alternative Contact Name] at [Alternative Contact Email/Phone].

Thank you for your support as I navigate this difficult time.

Kind regards,

[Your Name]



Mental Health Break

Hello,

Thank you for your email. I am taking time away from work to prioritize my mental health. I will be offline from [start date] to [end date].

If you require assistance during my time away, please contact [Alternative Contact Name] at [Alternative Contact Email/Phone].

Thank you for your understanding and support.

Best regards,

[Your Name]

Hi there,

Thanks for your message. I am on a mental health break from [start date] to [end date]. This time away is important for me to recharge, refocus, and prioritize my mental wellness.

Should something require attention while I am away, [Alternative Contact Name] is available to assist. They can be reached at [Alternative Contact Email/Phone].

Thank you for understanding the importance of mental health. I appreciate your support as I take this break.

Be well,

[Your Name]



Corporate Holidays and Office Closures

Greetings,

Thank you for your message. My team and I will be offline on [date] as [Company Name] observes [Name of Holiday].

Wishing you a happy holiday filled with relaxation and good spirits. I'll get back to you promptly upon my return.

Best,

[Your Name]

Hey there,

Quick heads-up: I will be offline from [start date] to [end date] in observance of [Name of Holiday].

This holiday is observed across the company. Thank you for understanding as I and my coworkers take this time to spend recharging with our loved ones.

I look forward to connecting with you promptly upon my return.

Cheers,

[Your Name]

Hello!

Thanks for your message. [Name of Holiday] will be closed from [start date] to [end date] as we take part in a company-wide week of rest.

We will be back online on [return date]. I look forward to reviewing your email at that time.

Warmly,

[Your Name]

Conference/Event

Hello,

Thank you for your message. I am currently traveling for [Name of Conference] from [start date] to [end date]. I will have limited access to my email during this time as I prioritize skill development and professional networking.

If you require immediate assistance, please contact [Alternative Contact Name] at [Alternative Contact Email/Phone]. They will be available to provide prompt support.

Best regards,

[Your Name]

Hi there!

Thanks for your email. I will be offline on [date] as I will be representing [Company Name] at [Name of Event]. This is an exciting opportunity to showcase our product, expand our network, and stay up-to-date on industry trends.

If you require immediate assistance before I return on [return date], please contact [Alternative Contact Name] at [Alternative Contact Email/Phone].

I look forward to connecting with you soon.

[Your Name]



Business Travel

Hello,

I am traveling for business from [start date] to [end date]. During this time, I will have limited access to emails and response times may be delayed.

I appreciate your patience during this time. Should something arise that requires immediate attention, please contact [Alternative Contact Name] at [Alternative Contact Email/Phone].

Best regards,

[Your Name]



Hi there,

I hope this email finds you well. I will be on a business trip from [start date] to [end date]. Please expect delayed response times during this period.

[Alternative Contact Name] is available to assist with urgent matters during this time. They can be reached at [Alternative Contact Email/Phone].

Kind regards,

[Your Name]

Hello,

Thanks for reaching out. I will be offline for a company-wide retreat from [start date] to [end date]. I will have limited access to my inbox during this time.

If you require immediate assistance, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone]. They will be able to provide assistance more promptly.

Thanks so much. I look forward to reviewing your message when I return.

Best,

[Your Name]

Hi there!

I will be offline from [start date] to [end date] for a company-wide off-site event. This off-site aims to facilitate team-building, enhance collaboration, and drive strategic decision-making.

I will have limited access to my email during this off-site. I appreciate your patience as response times may be delayed.

I'll be in touch soon,

[Your Name]



4

Research & Fieldwork

Greetings,

I am engaging in research from [start date] to [end date] and will have limited access to my email during this time. I appreciate your patience as response times may be longer than usual.

Should you need immediate assistance during this period, please contact [Alternative Contact Name] at [Alternative Contact Email/Phone].

All the best,

[Your Name]



Hey there,

I'll be conducting fieldwork on [date] and will have limited access to my email throughout the day.

If you have any pressing matters that require more immediate attention, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone].

Otherwise, hang tight and I'll respond to your message as soon as possible.

4

Thanks,

[Your Name]

Business Restructuring

Hello,

I am out of the office and will return on [return date]. I am actively engaged in conversations surrounding business restructuring as a result of our merger with [Company Name]. During this time, we will be working to ensure a seamless transition for our employers, customers, and stakeholders.

Should you require immediate assistance, please do not hesitate to reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone]. They will be happy to provide support while I am focused on this transition.

Thank you for your patience,

[Your Name]



Greetings,

Thank you for your email. I will be offline from [start date] to [end date] as our company navigates through a period of business transition. This process requires our full attention and, because of that, I will have limited access to my inbox.

[Alternative Contact Name] is available should you require immediate assistance. They can be reached at [Alternative Contact Email/Phone].

Thank you for your support. I will respond to your message as soon as possible upon my return.

Best regards,

[Your Name]

Professional Development

Hello,

Thank you for your message. I will be offline from [start date] to [end date] as I prepare for [Name of Certification or Exam].

If you need assistance during this time, please contact [Alternative Contact Name] at [Alternative Contact Email/Phone]. They will be happy to assist you.

Thank you for your patience as I strive to further develop my professional capabilities. I look forward to applying what I've learned and contributing to our shared success moving forward.

Best regards,

[Your Name]



Greetings,

Thanks for your message. I am offline until [return date] as I prepare for an important professional exam. Dedicating this time to studying and learning will allow me to broaden my skill set and better serve [Company Name] and our customers in the future.

[Alternative Contact Name] is available if you need assistance during my absence. They can be reached at [Alternative Contact Email/Phone].

4

Warmly,

[Your Name]

General Templates

Hi there,

I am currently out of the office and will be unavailable until my return on [return date]. If your matter is urgent, please contact [Alternative Contact Name] at [Alternative Contact Email/Phone].

Thank you for your understanding. I will respond to your message upon my return.

Best regards,

[Your Name]

Hello,

I hope this message finds you well. I will be offline from [start date] to [end date] and will not be checking my emails during this time.

If you need immediate assistance, [Alternative Contact Name] is available and can be reached at [Alternative Contact Email/Phone].

Thanks again,

[Your Name]

Hi there,

I will have limited access to my inbox from [start date] to [end date]. If your matter is urgent, [Alternative Contact Name] is available to help. They can be reached at [Alternative Contact Email/Phone].

Thank you for your understanding. I will get back to you as soon as possible.

Best,

[Your Name]

Hello,

Thank you for your email. I will be offline from [start date] until [end date].

If you need assistance prior to my return, please reach out to [Alternative Contact Name] at [Alternative Contact Email/Phone].

Warm regards,

[Your Name]