

Xin Fu: The Martial Art of emailing: “out of office” message

Sample 1

I will be out of the office from *(Day, Date)* returning on *(Day, Date)*. I'll be checking my emails *(indicate frequency: every day, once a week...)*, but will have limited ability to respond. If you need immediate assistance or information please contact *(delegate's name, e-mail address, phone number)*.

Best regards,

(Your name)

Sample 2

Thank you for your email. I am out of the office from *(Day, Date)* to *(Day, Date)* and therefore unable to treat your request.

I will review your message upon my return on *(Day, Date)*. For urgent matters, please contact *(delegate's name, e-mail address, phone number)*.

Thank you for your understanding.

Best regards,

(Your name)
