

Out-of-Office and Auto-Reply Email Templates

Office OOOs

Subject On: Parental Leave

Hello,

I am currently on parental leave to welcome our new baby into the family. I will be out of the office from [start date] to [end date]. During this time, I will have limited access to email.

For urgent matters related to [insert project's name], please contact [insert colleague's name] at [insert email].

Please contact my supervisor [insert supervisor's name] at [insert email address] for all other inquiries. I look forward to reconnecting with you upon my return in September.

Warm regards,
[your name]

Subject: Out of Office - At a Conference

Greetings, I am currently attending [insert conference name] from [start date] to [end date].

If your matter is urgent, please contact my assistant [insert name] at [insert email address] or call [provide phone number]. I will respond to your message upon my return to the office.

Best,
[your name]

Subject: Out of Office - Holiday

Thank you for your message. Our office is closed for the holidays from December 24th through January 1st. I will respond to your message upon my return to the office on January 2nd. If your matter is urgent, please contact our 24/7 customer support line at [insert phone number].

Wishing you a joyous holiday season,
[your name]

Subject: Out of Office Re: [Original Email Sent]

Hello,

Thank you for your email. I am currently out of the office from [start date] to [end date] for [reason, e.g., personal time off, training, a conference]. During this time, I have limited access to email and may not be able to respond promptly.

If your matter is urgent, please contact [colleague's name], who is acting as my backup during my absence. They can be reached at [colleague's email] or [colleague's phone number].

For non-urgent matters, I will respond to your email upon my return to the office on [return date]. If you need assistance before then, please contact [another colleague's name] or [supervisor's name].

Thank you for your understanding.

Best regards,
[your name]

CS Auto-Reply

Subject: Your Support Request Received - [Ticket Number]

Dear [customer name],

Thank you for reaching out to our customer support team. We have received your request and a support ticket has been created with the following details:

Ticket Number: [ticket number]

Subject: [subject of the customer's request]

Date Submitted: [date]

Our team is reviewing your request and will respond within [expected response time, e.g., 24-48 hours]. If you have any additional information or updates regarding your request, please feel free to reply to this email, ensuring that the ticket number is included in the subject line.

For urgent matters, you may also contact our support hotline at [support hotline number] during our business hours [business hours].

We appreciate your patience and understanding as we work to address your concerns.

Best regards,
[company name] Customer Support Team

Thank you for contacting us auto-reply

Subject: Thank You for Your Message

Dear [name],

Thank you for reaching out to [company name]. We appreciate you taking the time to contact us. We have received your message and will review it carefully. One of our team members will respond to your inquiry within [expected response time, e.g., 1-2 business days].

In the meantime, you may find helpful information on our website [website URL] or in our frequently asked questions section [FAQ URL].

If you have any additional questions or concerns, please don't hesitate to reply to this email. Thank you again for your interest in [company name].

Best regards,
[company name] Team

Newsletter sign-up confirmation auto-reply

Subject: Welcome to [newsletter name]!

Dear [subscriber name],

Welcome aboard! You have successfully signed up for the [newsletter name] newsletter.

As a subscriber, you will receive [newsletter frequency, e.g., weekly, monthly] updates on [newsletter topics, e.g., industry news, product updates, exclusive offers]. We are thrilled to have you as part of our community.

To ensure our newsletters reach your inbox, please add [sender's email address] to your contact list or safe sender list.

If you have any questions, comments, or suggestions for future newsletter topics, feel free to reply to this email. We value your feedback.

Thank you for subscribing, and we look forward to sharing valuable content with you!

Best regards,
[company name] Newsletter Team

