



Sample Messages for UWS Out of Office Email Replies

General Limited/No Access to Email:

Thank you for reaching out. I will be out of the office from [date] to [date] with limited/no access to email. If your question can wait, I will respond as soon as possible upon my return. If not, please contact [Contact Name] at [contact email address].

Kind regards, [Your Name]

Delayed Follow Up:

Thank you for your email. Currently I am out of the office until [date] with no access to email. I will follow up with you as soon as possible, although my response may be somewhat delayed as I work through my missed messages.

For immediate assistance, please contact [Contact Name] at [contact email address].

Sincerely, [Your Name]

Plan to Disconnect:

Thank you for your email. I will be out of the office from [date] to [date] and plan to disconnect from email during that time. If your message can wait, I will respond as soon as I return. For urgent matters, please contact [Contact Name] at [contact email address].

Sincerely, [Your Name]

Company Recognition of Time Off:

I am out of the office and will not be checking my emails because UWS recognizes the benefits of time off from work. To ensure that I receive your message, please feel free to follow up with me after I return on [date].

If you need to reach someone immediately, please email [Contact Name] at [contact email address].

Thank you, [Your Name]

Hold Emails:

I am currently out of the office. To ensure that I can adequately respond, and to the extent possible, please postpone from sending me any email messages until my return on or after [date].

For immediate assistance, please contact [Contact Name] at [contract email address].

Thank you, [Your Name]