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Tailored Website Solutions
Domains | Hosting | Support

PO Box 593 Beechworth Vic 3747
0419 527 705
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Out of office or out of your mind?

Here are some not so good great “out of office” replies...

1. The grammatically incorrect/misspelled reply. With spell check there's really no excuse.
2. The too brief reply. "On leave <<insert dates>>. Cheers". There's no space limit on most out of office systems – give a little more.
3. The reply that only lists a phone contact. If someone's chosen to email you, please, give them an alternate email contact (it's clearly their preferred method of contact).
4. The expired date. Joe is out of the office until December 21 (only it's 24 December now!) If you're going to put an out of office on, diarise to take it back off again!
5. The no end date. "I'm out of the office from 4.30pm Thursday". Until???

Here are some of our great “out of office” replies...

Greetings and I hope you are well.

Just letting you know that I will be away on leave for the next few weeks and that my dedicated Finance Manager <<insert name>> will continue to manage all matters during this time.

<<insert name>> is fully across and briefed on all current and potential client needs so please feel free to call him on <<insert phone number>> or email him on < <
<mailto:lh@vibefinance.com.au>> <insert email>> should you require any assistance.

My fellow Directors <<insert name>> and <<insert name>> will also be supporting <<insert name>> during this time with any new or additional property investment finance or home loan needs.

Thanks for your continued support and I will be in touch on my return.

Regards,

<<insert name>>

<<insert company details>>



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Hi there,

I trust that you are well!

I am currently on Annual Leave until June 20.

I will be clearing my inbox every three days. However, if there is any urgent issue please call my mobile on <<insert number>>.

Take care and we will chat soon!

Many Thanks

<<insert name>>

<<insert company details>>

Hi,

I'm out of the office and on holiday until 19th January.

For urgent issues, please contact my mobile <<insert number>> and leave a message and I will return your call. I'll address all other enquiries upon my return.

Regards,

<<insert name>>

Thank you for your email,

This office is now closed for annual leave and will re-open on Tuesday, 17 January 2012.

If you need urgent assistance, please phone <<insert name, company, number>> until <<insert date>>.

I wish you a happy and safe festive season and look forward to speaking to you in the New Year.

Regards,

<<insert name>>



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Hi,

As a salesperson I'm away from my desk for much of the day showing properties, dealing with clients and signing contracts.

It's my policy to check emails twice a day, but if you need me more urgently, please feel free to call me on my mobile <<insert number>>.

I look forward to talking with you soon!

Best wishes,
<<insert name>>

Will your out of office message be forgettable or useful? Embarrassing or memorable? Helpful or painful?