

## **What's So Important About Setting up an Out of Office Message**

An out of office message lets you keep people informed and tells them how to proceed in your absence.

## **Why Out of Office Messages are Important**

One of the most important things to do when leaving office is to create an out of office auto-reply email. It's a must for you to let your business associates and colleagues know how and when they will be able to reach you again. You should do that even if you are planning on just resting at home — it shows a certain level of professionalism.

An out of office message lets you keep people informed and tells them how to proceed in your absence.

Your message internally and externally should contain:

1. The fact that you will be away.
2. The reason for your absences.
3. What they can do in your absence, or where they can redirect their email to.
4. The alternative contact details.
5. What will happen to your mailbox in your absence (will it be monitored)
6. When you will be back.
7. What will happen when you get back. (You may need a few days to respond to all emails, be realistic)
8. Our usual office hours.

## **Our standard Out of Office messages:**

### **Inside My organisation:**

Thank you for your email, your message is important to us. I am currently out of the office, on annual leave, with no access to my emails and this mailbox is not being monitored. I will be returning on Monday 12 December 2022.

If your email is urgent, please redirect it to [alex@family-wise.co.uk](mailto:alex@family-wise.co.uk).

### **Outside my organisation**

Thank you for your email, your message is important to us. I am currently out of the office, on annual leave, with no access to my emails and this mailbox is not being monitored. I will be returning on **Monday 12 December 2022**.

If you need assistance before then, please email [admin@family-wise.co.uk](mailto:admin@family-wise.co.uk) or call our office on 01249 476 777.

Alternatively, if your email is urgent, please redirect it to [alex@family-wise.co.uk](mailto:alex@family-wise.co.uk).

Our office hours are Monday to Friday 9am to 6pm, excluding bank holidays.

## **For Christmas 2023:**

### **Did you know you can set one up in advance?**

### **Inside my organisation**

Thank you for your email, your message is important to me. Our office is closed for the Christmas holidays as follows:

During our closed periods, I will not have access to my emails and this mailbox is not being Monitored. I will be returning on **Tuesday 3 January 2023**. (The date you will be returning to the office)

If your email is urgent, please redirect it to [admin@family-wise.co.uk](mailto:admin@family-wise.co.uk).

(Your alternative contact that may be able to help in your absence, please consider a group mail box)

### Outside my organisation

Thank you for your email, your message is important to us. I am currently out of the office, on annual leave, with no access to my emails and this mailbox is not being monitored. I will be returning on **Tuesday 3 January 2023**.

If you need assistance before then, please email [admin@family-wise.co.uk](mailto:admin@family-wise.co.uk) or call our office on 01249 476 777.

Alternatively, if your email is urgent, please redirect it to [tanya@family-wise.co.uk](mailto:tanya@family-wise.co.uk).

Our office hours are Monday to Friday 9am to 6pm, excluding bank holidays. For the Christmas period our opening hours will be as follows:



Friday 23 December – Open

Saturday 24 December – Closed

Sunday 25 December – Closed

Monday 26 December – Closed

Tuesday 27 December – Closed

Wednesday 28 December – Open

Thursday 29 December – Open

Friday 30 December – Open

Saturday 31 December – Closed

Sunday 1 January – Closed

Monday 2 January – Closed

Tuesday 3 January business as usual...