



## BEST PRACTICE: OUT OF OFFICE MESSAGE

- ✓ Don't provide insight into chain of command – send queries to a general email if external.
- ✓ Create a different out of office message for inside and outside your organisation.
- ✓ Avoid personal details
- ✓ Don't share your travel destination
- ✓ Don't share length of your holiday.





# BEST PRACTICE: OUT OF OFFICE MESSAGE

**Subject: Out of Office**

Hi,

Thank you for your email. I am currently out of the office and unable to respond at this time. For urgent matters, please contact [General Email Address] for assistance.

Kind regards,  
[Your Name]

