



Out of office messages are sometimes written in a hurry but read by everyone who sends you an email. To avoid mistakes that many people could see, read on for a few examples you can adapt for your personal use.

Get The OOM Right!

We often write OOMs (out of office messages) that many people read. Why not make an extra effort to get them perfectly right? Here are some samples you can adapt.

Personal

Thank you for your email. I'm out of the office and will be back on Monday 17th May. During this period I will have limited access to my email. For immediate assistance please send a WhatsApp message to +34 666 777 567.

I am currently out of the office, with no email access. Peter Smith from marketing is replacing me so please contact him on + 1 417 763 74 30 for any urgent matter.

I will be away from my desk this week. If you need immediate help with the XZ project please email courses@englishforbusiness.es.

Thanks for your email. Your message is important to us. I'll be unavailable on Monday and Tuesday but will respond to all emails later in the week.

Thanks for writing. This address is no longer operational. Please reach me at courses@englishforbusiness.es.

Please note that I shall be out of the office until 7th July and my messages will not be read regularly. For emergencies please contact courses@englishforbusiness.es

Corporate

No longer working

Thanks for contacting Smith & Smithers. The person you are trying to reach no longer works at our company. To place an order contact sales@smithandsmithers.ca; for any other information write to info@smithandsmithers.ca.

Invalid email

Thanks for your mail. Jonas Wood Ltd has merged with Rose Alloys. Our old emails are no longer valid. You can contact your party at [\[name\].\[surname\]@jonaswoodrosealloys.com](mailto:[name].[surname]@jonaswoodrosealloys.com).

Technical problem

Due to technical issues our email system is not operating at the moment. Please call 456 756 877 for urgent matters.

Reply to form

Thanks for filling out our online survey. Your comments are important to us. One of our reps will contact you shortly. Meanwhile, feel free to browse our website www.englishforbusiness.es.

Office closed

Thanks for contacting Dirk Inc. Our office will remain closed for the month of July. We will be very glad to assist you as from 1st September. Have a nice summer!



Want to improve your English? Learn at your office with English for Business. Contact us at www.englishforbusiness.es or at 902 108 127.
