

# **Vacation Message**

**From:** Jane Roberts

6042 Big Springs Ct  
Las Vegas, NV 89112

**TO:** General Manager

XYZ Company  
Las Vegas, NV 89112

**Message:** I will be out of the office starting [starting date] through [end date] returning [date of return]. If you need immediate assistance during my absence, please contact [name] at [email]. Otherwise I will respond to your emails as soon as possible upon my return.

I will be out of the office starting [starting date] through [end date] returning [date of return]. If you need immediate assistance during my absence, please contact [name] at [email]. Otherwise I will respond to your emails as soon as possible upon my return.

Thanking you,