

Subject: Out of Office: Temporary Absence

Dear Parents/Guardians and Students,

I hope this message finds you well. I am writing to inform you that I will be temporarily out of the office from [Start Date] to [End Date]. During this time, I will not be available to respond to emails or phone calls.

In my absence, the dedicated staff and faculty at [School Name] will continue to provide support and ensure a smooth running of operations. If you have any urgent matters or require immediate assistance, please contact [Alternative Contact Person] at [Alternative Contact Email/Phone]. They will be more than happy to assist you and address any concerns you may have.

For non-urgent matters, I kindly ask for your patience until my return. I will make it a priority to respond to your emails promptly once I am back in the office. If there are any time-sensitive issues that cannot wait, please mark them as urgent, and my colleagues will prioritize them accordingly.

Thank you for your understanding and cooperation. I apologize for any inconvenience this may cause. We are committed to providing you with the best support possible, and I will personally address any outstanding matters upon my return.

Best regards,

[Your Name]

[Your Position]

[School Name]