

Subject: Out of Office: Vacation

Dear [Recipient's Name],

I hope you are doing well and reading this. Unfortunately, I am on sick leave right now and won't be able to reply to your email until I feel better.

Please get in touch with [alternative contact person] at [alternative contact email/phone number] if you have an urgent concern. During my absence, they can give you the help you need.

I appreciate your patience and understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]