**Vacation / Sick/ Off-site Training or Travel**

**Example 1:**

Greetings,

Thank you for your email. I’m out of the office and will be back at **(Date of Return)**. During this period I will have limited access to my email.

For immediate assistance please contact me on my cell phone at **(your cell phone number)**.

Best Regards,   
**(Name)**

**Example 2:**

Greetings,

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 **(Contacts Name)** at **(Contacts Email Address)**. Otherwise I will respond to your emails as soon as possible upon my return.

Warm Regards,   
**(Name)**

**Example 3:**

Greetings,

Thank you for your email. I am out of the office and will return on **(DATE)**. If you need immediate assistance, please contact **(NAME**) at **(PHONE NUMBER)** or **(EMAIL).**

 Regards,

**(Name)**

**Holiday & Inclement Weather**

Thank you for your email. The Johns Hopkins School of Nursing offices are closed from **(DATE)** to **(DATE).** I will have limited access to email during this time. Your message is very important to me, and I will respond when I return to the office on **(DATE).**

For immediate assistance please contact me on my cell phone at **(your cell phone number).** Or For immediate assistance please contact **(name)** at **(email address).**

Regards,

**(Name)**