



Out of Office Messages

The Office of Communications and Marketing recommends the following examples for your email's out-of-office message.

Out-of-Office Message

Use this message when NYIT administrative offices are closed for a holiday break.

Thank you for your email. NYIT administrative offices are closed from [DAY OF WEEK], [MONTH] [DAY], [YEAR] to [DAY OF WEEK], [MONTH] [DAY], [YEAR], and 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 [DAY OF WEEK], [MONTH] [DAY], [YEAR].

Example:

Thank you for your email. NYIT administrative offices are closed from Monday, Dec. 24, 2012 to Tuesday, Jan. 1, 2013. 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 Wednesday, Jan. 2, 2013.

Out-of-Office Message with Back-Up Contact Listed

Use this message when you are out on vacation or taking personal time off.

Thank you for your email. I am out of the office [with limited access to email] and will return on [DAY OF WEEK], [MONTH] [DAY], [YEAR]. Your message is very important to me, and I will respond as soon as possible.

If you need immediate assistance, please contact XXXXX at XXXXXX.

Example:

Thank you for your email. I am out of the office and will return on Friday, March 8, 2013. If you need immediate assistance, please contact John Doe at 516.686.0000 or jdoe@nyit.edu.