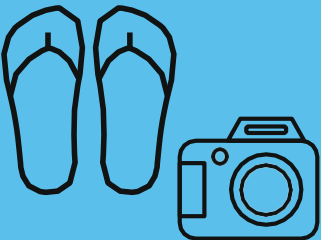


# OUT OF OFFICE (OOO) TEMPLATE



## **Start with human connection**

Help the recipient see you as more than a service provider or co-worker by offering a meaningful piece of information about why you are taking time off.

*Hi! My 12 year-old made it to soccer regionals, and I am cheering her on.*

*or*

*Hello! I hope you are having a great summer. It is time for my annual vacation to recharge and enjoy time with the kids, while they still want to spend it with me.*

## **Let them know when you will be back & who to contact in the meantime**

Empower them to still receive the help they need.

*I won't be checking email until [date]. If you need anything urgent please contact my wonderful co-worker [name] at [email].*

## **Offer a resource**

Add relevant value while you are away.

*In the meantime, I wanted to share this resource on boosting employee engagement through benefits. Key insight: Personalizing benefits can boost talent retention by 60%.*

# All together

*Hi! My 12 year-old made it to soccer regionals, and I am cheering her on.*

*I won't be checking email until [date]. If you need anything urgent please contact my wonderful co-worker [name] at [email].*

*In the meantime, I wanted to share this resource on boosting employee engagement through benefits. Key insight: Personalizing benefits can boost talent retention by 60%.*

*Until next time.*

*Max Maxwell*