



out of
office

BEST PRACTICE: OUT OF OFFICE MESSAGE

- ✔ Create a different out of office message for inside and outside your organisation.
- ✔ Avoid personal details.
- ✔ Don't share your travel destination (if applicable)
- ✔ Don't share length of your holiday.
- ✔ Don't provide insight into chain of command - send queries to a general email if external.



Phriendly
Phishing

BEST PRACTICE: OUT OF OFFICE MESSAGE

Subject: Out of Office

Hello,

Thank you for your email. I am currently out of the office and unable to respond at this time. For urgent matters, please contact [General Email Address] for assistance.

Kind regards,
[Your Name]

A yellow sticky note with the words "out of office" written in a brown, hand-drawn font. The note is placed on a circular background that is blurred, showing what appears to be an office setting with a person in the background.

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