

Notice of Vacation/Unavailable Dates

Dear [Recipient's Name],

I hope this message finds you well. I wanted to inform you in advance that I will be unavailable from [Start Date] to [End Date] due to vacation. During this time, I will not be able to respond to emails or attend to any work-related matters.

If you require any assistance before my absence, please feel free to contact me by [Contact Date] so that we can address any urgent matters. For anything urgent during my absence, please reach out to [Alternative Contact's Name] at [Contact Information].

Thank you for your understanding, and I look forward to reconnecting with you upon my return.

Best regards,

[Your Full Name]



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