Hi, sorry I missed you!

I’m currently [traveling to a land far, far away / trying to improve my basketball game / playing with my baby niece / etc.] and I won’t be checking my email. I will return to work rested and refreshed on [January 3rd].

[I’ll get back to you as soon as possible after I’m back / Feel free to reach out to my colleague Mariah Peters, who is filling in for me, at mariah@acme.com, if there’s an emergency].

Take care,

[Your Name]