Hello and thanks for your message.

I’m currently out of the office on a short vacation and will return to work on [January 3rd]. I won’t have consistent email access, so I may not be able to answer my emails until I get back.

If you need help with an urgent issue, feel free to reach out to my colleague Mariah Peters, who is filling in for me, at mariah@acme.com.

Thanks for your understanding,

[Your Name]