

Holiday Out-Of-Office

Email Etiquette Guide



Yule Love This Alternative

Include an alternate contact with a festive flair to help in your absence.



Santa's Short & Sweet Rule:

Keep your out-of-office message concise to spread cheer, not clutter.



Sleigh Urgency

Clearly indicate how to reach you in case of urgent matters (like Rudolph guiding Santa's sleigh).



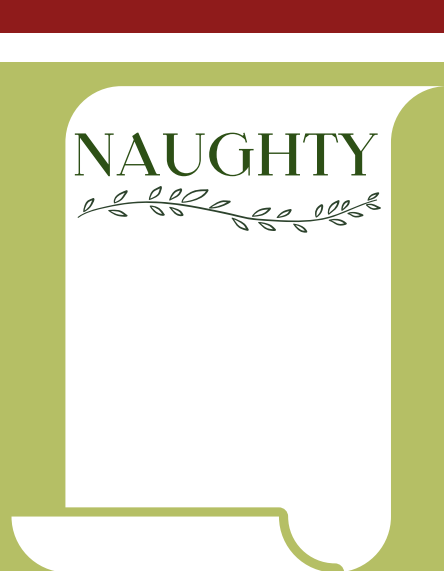
Jingle Bell Humor

If you add humor, keep it lighthearted and holiday-themed, like a good old "jingle" joke.



Ornament of Proof-reading

Check your message twice to ensure it's as polished as a shiny ornament.



Privacy Claus

Respect your colleagues' privacy by not sharing their info without permission.



Festive Filter

Set up an automatic filter for your emails, like a virtual North Pole workshop.



Festive Subject Line

Craft a jolly subject line that spells out your holiday absence; eg. "Santa's Gone Sleigh-Riding - Catch You After the Jingle Bells Stop!"



Frosty's Simple Language

Use clear and simple words to ensure your message is as easy to understand as a snowflake.



No Tinsel & Tidbits

Avoid sharing personal holiday details; just the essentials are enough.



Custom Snowflakes

Tailor your message for your audience, internal and external.



Mistletoe Links

If you include links or references, make sure they lead to their intended destinations.



Limited Eggnog

Use the out-of-office message only when necessary; too much can be like too much eggnog.

Elf-Like Efficiency

Address pending emails promptly upon your return to spread holiday joy.

