

Out of Office sins



Our thanks go to Jake Matthews for this article

Professional communication doesn't stop when you go on holiday. In fact, it may be more important than ever during this time.

Your 'out of office', the automatic reply that you set your email up to **send when you're** on annual leave, is a key communicative tool.

Having one, how it's worded, and how informative it is shows people within the working world – well, at least the ones that email you – just how professional you are. And you want the best of you out there while you have the best of times on annual leave.

To ensure this happens, [Chris Meredith](#), CEO of [Londonoffices.com](#), shared the top ten biggest sins when it comes to writing the out of office message.

1. **Forgetting to set one up**

“Not bothering to set one up at all is probably the biggest mistake. It lets bosses know you're slap dash at best or, totally unprofessional at worst. The implication is: 'I'm on holiday, screw you lot'.”

2. **Forgetting to say when you'll be back**

“You need to let people know when you'll be back at work. Getting the dates wrong is worse than forgetting to set it altogether because it makes you look stupid.”

3. **Bragging about your holidays**

“Resist the urge to type something about chillaxing or sipping Pina Colada's by the pool while everyone else is working. Clients won't be impressed and neither will bosses'.”

4. Being rude

“You may be out of the office but that’s no excuse to be rude to people. Remember to type please and thank you.”

5. Filling it up with office speak and jargon

“Such as you’ll ‘revert’ when you get back. You don’t talk like this in the real world so why should you on email?”

6. Being too friendly

“Workers often write out of office messages with their friends in mind, so the tone is casual and informal. They forget that this message will be sent to everyone who gets in touch over the coming weeks, so it needs to be professional. No ‘mate’s or ‘darling’s.”

7. Forgetting to give alternative contact details

“Just because you aren’t there doesn’t mean the business has to grind to a halt.

“Remember to give the details of someone who can manage enquires if you aren’t there.”

8. Forgetting to tell your alternate contact

“There is no point in giving your boss’ contact details without telling [them]. Even worse, [they] could be on holiday too.”

9. Trying to be funny

“Out of office messages should be clear, concise and polite. But they don’t need to be funny unless you’re a professional stand-up.”

10. Forgetting to turn it off

“You’ve had your holiday and now you’re back in the office. But your email keeps telling people you are still away. We’ve seen these go on for weeks and even months after someone’s return. Turn it OFF.”