

How to answer your work email to your boss wisely during your vacation

How to respond to your boss's email, without having to give up to get back to work?

You are traveling or on fun holidays with family and friends. On a beautiful day like the other days, you check your email and that day you receive an email about the job sent by your boss. It is hard for you to quit the fun when you have to go back to work. If you don't answer your boss's email, that's true. So what should you do in this situation?

Here we will show you how to respond to your boss's email and not lose your boss, but you can still stay and play.

1. Set up an autoresponder email



With email you can easily **set up an autoresponder system**, when someone sends a message to you, in this way, when an email is sent, you will receive an instant response message, which you don't You need to think a lot about how to answer. Perhaps your boss forgot that you were on vacation, so when your boss sends you an email and you will respond quickly. However, when you set up an automatic email, the boss will remember that you are not on the holiday until the holiday is over.

You can refer to some of the automated email replies below, so you don't have to worry about work when you're not ready.

Hello,

I am on holiday, so I am not at the office. I went to my hometown to visit my family and friends, cooked banh chung, participated in some festivals .

I will reply to this email on the first working day after the holiday.

[Sign]

Hello,

I am not currently in the office. Tet holiday will last until 15/2 so I can check email at that time.

[Sign]

2. Answer in the shortest and simplest way



If you have not yet set up an autoresponder email system, there is still a way for you, which is **to write an email to your boss**. But keep in mind that just writing is neat and simple, the content in the email informs the boss that you are on vacation and are not ready to do the job assigned by the boss. Here are some ideas you can consult to answer your boss.

I will reply to this email as detailed as possible when the holiday season ends.

I can't take my full attention to this work today, but I will consider it first when I return to the office on Monday morning.

I will consider this issue next week, when I return to the office.

With the way of answering emails as above, hopefully your boss will understand your employees better and understand that employees need to have a break.

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