



Extended Winter Break Out-of-Office Automatic Replies

Email Message:

Greetings and thank you for your email.

Please note that our university will be observing an extended winter break beginning Tuesday, December 23, 2025 and will resume normal operations on *Monday, January 5, 2026*. I will be glad to respond to your email upon my return.

Wishing you all the best for the upcoming holidays and a joyful and healthy New Year ahead!

Voicemail Message:

Thank you for calling *[Division/School/College]* at FIU. You have reached the voicemail of *[Name/Title/Department]*.

Please note that our university will be observing an extended winter break beginning *[Day, Month Date]* and will resume normal operations on *[Day, Month Date]*. I will be glad to return your phone call upon my return to office.

Best wishes for the upcoming holidays and a joyful and healthy New Year ahead!

If you will be out longer than the extended university winter break, please use the following:

Email Message:

Greetings and thank you for your email.

I am currently out of the office, and it will be my pleasure to respond to your email upon my return on *[Day, Month Date]*. Please note that our university will also be observing an extended winter break beginning *[Day, Month Date]* and will resume normal operations on *[Day, Month Date]*. I will be glad to respond to your email upon my return.

Should you need immediate assistance during regular business hours in my absence, please contact *[Name, Title, Email Address and Phone Number]*.

Wishing all the best for the upcoming holidays and a joyful and healthy New Year ahead!

Voicemail Message:

Thank you for calling *[Division/School/College]* at FIU. You have reached the voicemail of *[Name/Title/Department]*.

I am currently out of office and will return on *[Day, Month Date]*. Please note that our university will be observing an extended winter break beginning *[Day, Month Date]* and will resume normal operations on *[Day, Month Date]*. I will be glad to return your phone call upon my return to office.

Should you need assistance during regular business hours in my absence, please contact *[Name, Title, Email Address and Phone Number]*.

Best wishes for the upcoming holidays and a joyful and healthy New Year ahead!