

2020 年 BEC 剑桥商务英语写作示例

办公室留言的写法

People often make mistakes in their automatic out of office messages. This can make a bad impression, especially if there are basic spelling or grammar mistakes, as such messages tend to be written at the last moment when you're in a hurry to leave the office. So here are some template messages that you might like to keep for future use.

人们经常会在写办公室自动留言时犯些小错误，这会给人留下坏印象，尤其是这些错误是最基础的拼写和语法错误。人们总是在离开办公室前一刻匆忙写下这些留言，所以犯些小错误也就不可避免了。以下这些留言范例可以给你作为参考。

1. Thank you for your email. I am currently out of the office and will return on [●]. Kind regards,

感谢您的邮件。我现在不在办公室，将于 XX 返回。此致敬礼

2. You have reached the mailbox of [●]. I am out of the office at the moment and will be back on [●]. Please refer all urgent matters to [●] at the following email address [●]. Regards,

你现在进入了 XX 的电子邮箱。我现在不在办公室，并将于 XX 返回。如有急事请找 XX，以下是 Ta 的邮箱地址 XX。此致敬礼

3. Thank you for your email. I will be out of the office until [●]. If you need urgent help please contact my assistant [●] on [telephone number] or email [●]. Regards,

感谢您的邮件，XX 之前我都不在办公室。如有急事请联系我的助理 XX，电话号码是 XX，邮箱地址是 XX。此致敬礼

4. Thank you for your message. I am currently out of the office and only have intermittent access to email. If the matter needs urgent attention please contact [●] on [telephone number] or email [●]. Best regards,

感谢您的留言。我现在不在办公室，不方便接收邮件。如有急事，请联系 XX，电话号码是 XX，邮箱地址是 XX。此致敬礼



5.Thank you for your email. I am currently out of the office and will be returning on [●]. If the matter is urgent, please call me on my mobile on [telephone number]. Alternatively, please get in touch with [●] at the following email address [●]. Kind regards,

感谢您的邮件。我现在不在办公室，将于 XX 返回。如有急事，请致电我的手机，电话号码是 XX。或者，您也可以联系 XX，以下是 Ta 的邮箱地址 XX。此致敬礼

6.Thank you for your message. Our office is closed today, [date], due to a national holiday. I will be back in the office tomorrow and will reply to your email as soon as I can. Best regards,

感谢您的留言。今天是 XX，为国定假日，公司放假休息。我明天就会回公司工作并及时回复您的邮件。此致敬礼

