

From: Rika Ito  
To: sender  
Subject: Auto-reply: out of office

Thank you for your email.

I am traveling overseas on business from June 5 to June 18. As I will have limited access to my email during this period, my response may be delayed.

For urgent matters in my absence, please contact the following members of our team:

- Yoshio Takahashi at takahashi@\*\*\*\*\*.co.jp for matters concerning recruitment
- Miki Okano at okano@\*\*\*\*\*.co.jp for other administrative issues

I apologize for any inconvenience this may cause. Thank you for your understanding.

Rika Ito  
Human Resources  
ABC Trading Company, Inc.  
22F ABC Building 1-1 Chiyoda Chiyoda-ku Tokyo  
Phone: +81-3-1234-5678