Automatic out-of-office reply on a sequence — the three ways of doing it

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Document issued on 09/11/2026

Fictional document

> **Fictional document — demonstration example**
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> **Fictional document**, produced for the demonstration. The organisation, the files, the people and the figures are invented. **None of the ways of doing it was applied before the client chose.**

The first stop trigger is **a reply from the client, on any company mailbox**. It does not distinguish a reply written by a person from one written by software: that is the point that had not yet been defined.

The ways of doing it, put to the client

Way of doing it	What it brings	What it costs	Outcome
Treat the absence as a reply and stop	No risk of chasing someone who replied	The invoice sleeps until a person reopens the file	Set aside

Way of doing it	What it brings	What it costs	Outcome
Ignore all automatic replies	The cadence continues	A genuine reply under an automatic header would slip through	Set aside
Pause, postpone to the return date, switch proposed if a contact is named	**Nothing goes out into the void, and nothing sleeps**	A switch to approve when it arises	**Recommended, then approved**

How often the case arises

The period's reminders	Automatic out-of-office replies	Of which with a return date · with a named contact
412	**34**	**21 · 9**
Of which the last month	11	7 · 3

The figure is what turns a one-off decision into a rule: **34 out-of-office replies across 412 reminders** are worth an entry in the stop triggers, and the company decides it knowing the volume. No sequence goes out without approval.

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