

Personal Work Phone Voicemail Greetings

On Another Call

1. Hi, this is **[your name]** at **[company name]**. I'm on another call, but please leave your name and phone number, and I'll call you back as soon as I can. I apologize for any inconvenience. Thank you, and I look forward to speaking with you.

2. Hey there, it is **[your name]** here at **[company name]**. I apologize for sending you to voicemail, but I am now on the phone with another client. Leave your name, contact information, the reason you're calling, and the best time to call you, and I'll get back to you as soon as I can."

Temporary Out of the Office

3. Thank you for calling. This is **[your name]** with **[company name]**. I'm out of the office today and will return on **[date]**. Please leave a message with your name and number, and I'll return your call. Thank you.

4. Hi! You've reached **[your name]** at **[company name]**. I'm currently out of the office for a meeting until **[time]**. Please include your name and phone number, and I'll get back to you ASAP.

Out of the Office (Emergency)

5. Hello. You've reached the voicemail of **[your name]** in **[department]**. I am out of the office today and will return on **[date]**. If you need immediate assistance, contact **[coworker's name]** at **[phone number and extension]**. If it's not urgent, please leave a message, and I will return your call. Have a great day.

6. Hi! You have reached **[your name]** from **[company name]**. Unfortunately, I cannot take your call right now. If you need to speak with someone urgently, you may get in touch with **[coworker's name]** at **[phone number]**. Alternatively, shoot me an email at **[email address]** or leave your name and phone number, and I'll call you back as soon as possible.

Vacation/Extended Leave

7. Hi, you've reached **[your name]**. I'm out of the office on extended leave until **[date]**. If you need assistance before I return, please contact my co-worker, **[name]**, at **[phone number and email address]**. Otherwise, feel free to leave a message or call back after **[date]**. Thank you.

8. Hi, this is **[your name]** from **[company name]**. I'm on vacation and will be away from the office until **[date]**. If it's urgent, send your name, contact information, and purpose of calling at **[email address]**, and one of our team members will reach out to you within the day. Thank you, and have a great day.

Main Office Line Voicemail Greetings

Businesses Without an Auto-attendant

9. Hello, you've reached **[company name]**. We're unable to take your call right now. Please visit our website at **[website address]** for our hours of operation, address, and current promotions. If you'd like to leave a message, please wait for the tone.

10. Hi, this is the voicemail of **[company name]**. We value your call, but no one is available to respond at this time. Please leave your name, phone number, and reason for calling, and someone will call back as soon as they are available. Thank you!

Extended Closure

11. Hello, you've reached **[company name]**. Our store is closed for **[reason: remodeling, retreat, etc.]** from **[date]** through **[date]**. Although our office is closed, our website remains open to assist you and take orders. Please visit us online at **[website address]** or leave a message after the tone, and we'll call you back during business hours. Thank you.

12. Thanks for giving us a call! Sorry, but our office is closed due to **[reason: renovation, team building, bad weather, etc.]**. Please leave us your name, contact number, and the best time to reach you. One of our team members will give you a call once we are open."

Adjusted Hours

13. Thank you for calling **[company name]**. Please note that we have reduced hours during the **[season]** and will return to our regular hours on **[date]**. Our off-season hours are 8:00 a.m. to 5:00 p.m., Monday through Thursday. For information, press **[designated number]**. Otherwise, please leave a message after the tone, and we will return your call during business hours.

14. Thank you for contacting **[company name]**. Our office is operating on adjusted hours because of **[reason]**. We have temporarily changed our business hours to **[time]** to **[time]**, **[days of the week]**. Leave us a message with your name and number, and we'll give you a call as soon as we reopen tomorrow. Thank you for your patience.

New Office Location

15. Thank you for calling **[company name]**. We are proud to announce we've moved to a new location to better serve our customers. Our new address is **[address]**. For directions to our new location, press

[designated number]. For hours of operation, press **[designated number]**. To leave a message, press **[designated number]** or wait for the tone. Thank you.

16. You have reached **[company name]**. We would like to inform you that we've relocated to provide a better service experience. Our new office is located at **[address]**, and operating hours will remain the same. Please leave a message after the tone, and we will call you back within 24 hours.

After Business Hours

17. You've reached **[company name]**. We apologize, but you've reached us after hours. Please leave us your name, phone number, and the reason for your call. Rest assured that we will return your call the next business day at **[time]**. Thank you.

18. Hi! Thank you for calling **[company name]**. It looks like you've made a call after our business hours, which are 8:00 a.m. to 5:00 p.m., Monday through Friday. If you need immediate assistance, please dial our customer support center at **[phone number and extension]**. Otherwise, leave a message after the tone, and we'll give you a call back during regular business hours. Thank you.

Department-specific

19. Hello, you've reached the **[department]** at **[company name]**. Your call is important to us, but the team is currently unavailable to answer calls right now. If you leave your name and contact number, one of our team members will get back to you right away.

20. Hi, this is the **[department]** at **[company name]**. Our employees are unable to pick up the phone right now. Please leave a message with your name and phone number. We will return your call at the first available opportunity.

Holiday Voicemail Greetings

Holiday Greetings

21. From all of us here at **[company name]**, Merry Christmas! We're currently closed from **[date]** to **[date]** to celebrate the holidays. Please leave a message after the tone, and we'll return your call as soon as we can. Thank you.

22. Happy holidays! The team at **[company name]** is away until **[date]**. Please leave your name, number, and message, and we will call you back once we're back in the office. Thanks, and have a wonderful day!

Emergency Holiday Contact

23. Hello, you've reached **[company name]**. Our office is closed from **[date]** to **[date]** to celebrate the holidays. If this is urgent, please dial [phone number and extension] to reach our 24/7 customer support team. If not, please leave a message after the tone, and we'll get back to you as soon as we can. Thank you.

24. Thanks for calling **[company name]**. We apologize for the inconvenience, but our office is closed until **[date]**. We hope it's not urgent, but if so, we've got you covered. Contact **[emergency contact]** at **[email address/support line]**, and we'll return your call ASAP. Please leave your name, number, and a brief message to inform us of the reason for your call. Thank you.

Promotional Voicemail Greetings

25. Thank you for calling **[company name]**. We're offering free shipping with all orders and a free consultation with any order over \$100 for a limited time. For more information, or to place an order, press **[designated number]**. To leave a message, please press **[designated number]**.

26. Thanks for reaching out to **[company name]**. To celebrate the holidays, we are offering a special discount on all purchases! To speak with a representative about our limited-time sale, press 1. For other inquiries, please leave us your name, contact number, and a message, and we'll get back to you as soon as we can. Have a great day!

Customer Service Voicemail Greetings

27. Hello, you've reached the customer service team at **[company name]**. Our agents are unavailable at the moment. Every call is important to us, so please leave your name, contact details, and the reason for your call. Rest assured that the next available agent will call you back to assist you.

28. Thank you for calling customer support at **[company name]**. Our representatives are currently busy assisting other customers. But if you leave your name and number, the next available representative will get back to you shortly.
