

# **Personal Work Phone Voicemail Greetings**

### **Standard Greeting**

1. Hi, this is [your name] at [company name]. I’m unable to answer your call at the moment. Please leave your name, number, and brief message, and I’ll return your call as soon as possible. Thank you.

### **Mobile Devices & Cell Phones**

2. Hi! Thank you for calling. This is [your name] with [company name] and you’ve reached my mobile device. Unfortunately, I’m unable to take your call at the moment. Apologies for any inconvenience, but if you leave your name, number, and message, I will return your call as soon as possible. Thank you.

3. Hey there! You’ve reached [your name] at [company name]. I’m sorry I can’t take your call at this time. I’m either on another call or away from my desk. Please leave your name, number, and reason for calling, and I’ll get back to you as soon as I can. Thank you and have a great day.

### **On Another Call**

4. Hello, this is [your name] at [company name]. I’m on another call. Please leave your name and phone number, and I’ll call you back as soon as possible. I apologize for any inconvenience. Thank you, and I look forward to speaking with you.

5. Hey there, it’s [your name] here at [company name]. I apologize for sending you to voicemail, but I’m 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**

6. 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.

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

### **Out of the Office (Emergency)**

8. Hello. You’ve reached the voicemail of [your name] in [department]. I am out of the office today and will return on [date]. Contact [coworker's name] at [phone number and extension] if you need immediate assistance. If it’s not urgent, please leave a message or email me at [email address], and I’ll get back to you as soon as possible. Have a great day.

### **Vacation or Extended Leave**

9. 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 coworker, [name], at [phone number and email address]. Otherwise, please feel free to leave a message or call back after [date]. Thank you.

10. 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. Thank you.

### **Email or Alternative Contact**

11. Hi, this is [your name]. If you’re calling for [purpose], please [contact instructions]. For all other inquiries, leave your name and message, and I’ll call you back within [time frame].

12. Hi, thanks for calling [your name]. I am unable to answer your call at the moment. However, if your inquiry is time-sensitive, you can reach my colleague, [colleague’s name], at [colleague’s contact information]. Otherwise, please leave your name, number, and your concern, and I’ll get in touch as soon as possible.

13. Hi, you’ve reached [your name] at [company]. I’m unavailable to take your call, but if you need a quick response, please send me an email at [your preferred email address], and I’ll be in touch within [time frame]. For other concerns, please leave a message with your name and number. Have a great day.



# **Main Office Voicemail Greetings**

### **Businesses Without an Auto-attendant**

14. Hello, you’ve reached [company name]. We’re unable to take your call right now. Please visit our website at [website address] to learn our hours of operation, address, and current promotions. Please wait for the tone if you‘d like to leave a message. Thank you.

15. Hi, this is the voicemail of [company name]. Our office is open from [opening time] to [closing time], [days of the week]. We value your call, so 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**

16. Hello, you’ve reached [company name]. Our store is closed for [reason] 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.

17. Thanks for giving us a call! Sorry, but our office is closed due to [reason]. Please leave us your name, contact number, and the best time to reach you. One of our team members will call you once we reopen.

### **Adjusted Hours**

18. 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 [time] to [time], [day] through [day]. For information, press [designated number]. Otherwise, please leave a message after the tone; someone will return your call during business hours.

19. Thank you for contacting [company name]. Our office is operating at adjusted hours for [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. Thank you for your patience.

### **New Office Location**

20. Thank you for calling [company name]. We are proud to announce we’ve moved to a new location to serve our customers better. 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.

21. 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 our operating hours are [hours of operation]. Please leave a message after the tone, and we will call you back within [time frame].

### **After Business Hours**

22. 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 at [time] the next business day. Thank you.

23. Hi! Thank you for calling [company name]. It looks like you made a call after our business hours, which are [business hours], [days of the week]. 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 call you back during regular business hours. Thank you.

### **Department-specific**

24. 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.

25. 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**

### **Company-wide Holiday Greetings**

26. From all of us here at [company name], [specific holiday greeting]! 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.

### **Personal Holiday Greetings**

27. Hi, you’ve reached [your name] of [company name]. Our team is closed until [date]. Please leave your name and phone number, and I will return your call ASAP. Have a great [holiday]. Thank you.

### **Emergency Holiday Contact**

28. 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.

29. 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**

30. Thank you for calling [company name]. Don’t miss our special promotion: We’re offering [details of promo] for a limited time. For more information, or to place an order, press [designated number]. To leave a message, please press [designated number], and we’ll get back to you with all the exciting details. Have a good day!

31. Thanks for reaching out to [company name]. We are offering a special discount on all purchases to celebrate the holidays! Press [designated number] to speak with a representative about our limited-time sale. 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. Thank you for calling [company name].



# **Customer & Tech Support Voicemail Greetings**

32. 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.

33. Hi, you’ve reached [your name], a Customer Service Representative at [company name]. We are committed to delivering exceptional customer service. For questions about your recent purchase, please visit our online Help Center at [website address] or leave a message with your inquiry, and I will return your call as soon as possible. Have a great day!

34. Hello, this is [your name], a member of [company name]’s Technical Support team. Please visit [website address] for our online troubleshooting guide for immediate assistance. If you need additional help, please leave your name, number, and a brief description of the issue you're experiencing, and I will get back to you as soon as possible. Thank you!

