

Personal Work Phone Voicemail Greetings

Example 1: On Another Call

Hi, this is **[your name]** from **[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.

Example 2: Out of the Office

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 detailed message with your name and number and I'll return your call. Thank you.

Example 3: Out of the Office (Emergency)

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, please contact **[coworker's name]** at **[phone number and extension]**. If it's not urgent, please leave a detailed message, and I will return your call. Have a great day.

Example 4: After Hours

Hi, this is **[your name]** from **[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, please leave a message after the tone, and I'll give you a call back during regular business hours. Thank you.

Example 5: Extended Away

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 for me or call back after **[date]**. Thank you.

Main Business Phone Line Voicemail Greetings

Example 6: Businesses With an Auto Attendant

Thank you for calling **[company name]**. We are unable to take your call right now. For hours of operation, press one. For our address, press two. For information on our upcoming events, press **[designated number]**. If you'd like to leave a message, please wait for the tone. Thank you.

Example 7: Businesses Without an Auto Attendant

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.

Example 8: Extended Closure

Hello, you've reached **[company name]**. Our store is closed for **[reason: remodeling, retreat, etc.]** from **[date]** through **[date]**. Although our location 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.

Example 9: Adjusted Hours

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 someone will return your call during business hours.

Example 10: New Office Location

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.

Holiday Voicemail Greetings

Example 11: Holiday Greetings

Hello, you've reached **[company name]**. 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.

Example 12: Emergency Holiday Contact

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.

Promotional Voicemail Greetings

Example 13: Promotional Voicemail

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]**.
