

Professional Voicemail Greeting Templates

Personal work phone voicemail greetings

Scenario	Voicemail greeting
Standard greeting	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.
On another call (formal)	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 possible. I apologize for any inconvenience. Thank you, and I look forward to speaking with you.
Out of the office (full-day)	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.
Out of the office (temporary)	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 (with alternate contact)	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.
Out of the office (emergency)	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.
Purpose-based	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].
Extended leave	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, feel free to leave a message or call back after [date]. Thank you.
Vacation (with team assistance)	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 voicemail greetings

Scenario	Voicemail greeting
General business (with website information)	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.
Callback assurance	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!
Temporary closure (with online assistance)	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.
Temporary closure (with callback)	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.
Notice of seasonal 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.
Temporary adjusted Hours	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	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 1. For hours of operation, press 2. To leave a message, press 3 or wait for the tone. Thank you.
Relocation (with callback)	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 hours (with callback)	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.

Main office voicemail greetings (cont'd)

Scenario	Voicemail greeting
After hours (with immediate support)	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 unavailable	Hello, you've reached the [department] at [company name]. Our 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.
High call volume	Hi, this is the [department] at [company name]. We are currently experiencing a high volume of calls, and 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

Scenario	Voicemail greeting
General holiday greeting	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!
Festive greeting	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.
Holiday closure with 24/7 support option	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.
Holiday closure with emergency contact	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

Scenario	Voicemail greeting
Free shipping/consultation	Thank you for calling [company name]. We're offering free shipping with all orders and a free consultation with orders 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].
Special discount	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 support voicemail greetings

Scenario	Voicemail greeting
General unavailability	Hello, you've reached the customer service team at [company name]. Our agents are unavailable at the moment. 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.
High call volume	Thank you for calling customer support. 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.
Self-help	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!