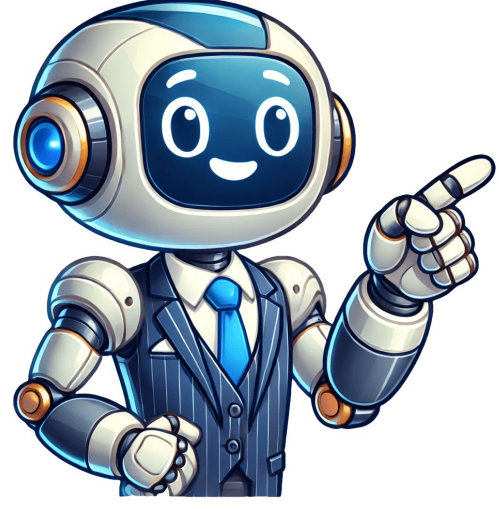


Click to prove
you're human



Every business aims for client satisfaction; however, busy schedules can often leave business professionals with little time to attend to every single client need. For this reason, it is important to fully exploit your companys business voicemail and to make sure that it is working to its utmost potential. Just because a customer is unable to reach you does not mean that he or she cannot still be left with an informative message that can create a lasting and positive impression. To optimize the customer experience, its important for businesses to make sure that strategies are built around the customer, to ensure a positive customer experience. This includes taking your bussness voicemail into account and making sure that it reflects your company voice. Business voicemail greetings should have intention of encouraging a customer to indeed leave a message after the beep. In this post we've created 30 valuable business voicemail greeting examples and tips that can help achieve exactly this. Take a look at our 30 valuable business voicemail greeting examples and tips and optimize your own, making sure that customers leave a message after the beep. After all, this is really what voicemails were made for. Get Business Voicemail Transcription Short Business Voicemail GreetingsHi there, youve reached (your name) at (X company). Thanks for calling. Im unable to answer the phone but if you leave your name, phone number, and message, Ill make sure to return your call as soon as possible. Hello, youve reached the office of at (X company). Please leave your name, phone number, and the reason youre contacting us, and we will get back to you as soon as possible. Thank you. Hey, this is (your name) at (X company). Im either on a call or away from my desk. Please leave your name, phone number, and a short message and Ill be sure to return your call. Hi, this is (your name) at (X company). I am unavailable at the moment, but please leave your name, phone number, and the reason youre calling, and Ill call you right back. Hi, youve called (your name) at (X company). I am currently out of the office, but please leave your name, phone number, and a brief message, and Ill get in touch with you as soon as possible. Hi, youve reached (your name) at (X company). Sorry I missed your call. Im especially busy today, but if you leave me your name, phone number, and a brief message, Ill get back to you within the next 24 hours. Tip: Personal Voicemail Greetings Customer Support Representative Voicemail GreetingHello, youve reached (name) at (X company). If you need help with (X reason) please contact (X person/X system) or (visit our website and send us an email). For all other inquiries, please leave your name and a message and Ill be sure to get back to you as soon as possible. Tip: Friendly Voicemail GreetingExampleHi, this is (your name) at (X company). I am currently unavailable. My office hours are Monday through Friday, from 9 am to 5 pm. Please leave your name and phone number, and I will get back to you as soon as possible. Tip: Business Hours Voicemail GreetingExampleHi, this is (your name) at (X company). Im currently on vacation and wont be back to the office until (X month). Please leave me your name, phone number, and the reason you are calling and I will get back to you then. Thank you for calling! Employee No Longer With the Company GreetingExampleHi, (ex-employees name) is currently pursuing new adventures and is no longer a part of (X company) name. Please forward any future requests to (new employees name) at (phone number). Thank you! Tip: Business Voicemail GreetingHello, youve reached the Sales Department at (X company). We cant take your call right now, but please leave your name, contact information, and the reason for reaching out, and one of our team members will be in touch within 24 hours. Hello, youve reached (X company). Unfortunately, we cant answer your call right now. But your call is very important to us -- so please leave us your name, phone number, and the reason for your call and someone from our team will get back to within (X number) business days. Hello, youve reached (X company). We are currently closed. Our office hours are Monday through Friday, from (x time) to (x time) (time zone). Please visit our website at (company website URL) for more information, or leave us your name, phone number, and the reason for your call and we will get back to you on (X date). Thank you for calling (X company). Hello, youve called (X company). We are currently unable to take your call. Please visit our company website at (company website URL) to speak to chat with a representative, or email us at (X email address). If you like us and if you call back, please leave your name and phone number, and our team will get in touch with you within 24 hours. Thank you for calling (X company) name. Our representatives are currently unable to take your call as they are helping clients achieve their goals. We dont want to take your valuable time, please leave us your name, phone number and a short message after the beep and one of our representatives will personally assist you over the next few hours. Have wonderful day! Tip: Related: Upload Custom Hold Music & On-Hold Messages Funny Voicemail GreetingsHi, youve reached (your name) at (X company). We are busy trying to save the world (what your company does is best). If you want to learn more about how we do it, please leave us your name and phone number, and we will get back to you as soon as our mission is complete which should be fairly soon. Thank you! Hi, youve reached (your name) at (X company). Im kind of a very big deal so I cant answer your call. Just kidding! Im out of the office, so please leave my name and phone number and Ill get back to you as soon as possible. Thank you! Youve reached Captain America. Just kidding! Im (your name) at (X company), although being Captain America would be cool. Please leave me your name and phone number and Ill get back to you as soon as Im done saving the world. Hi, this is (your name) at (X company). Im about to quit this job so dont call me again. Just kidding. I love my job. (X company) is the best. Please leave me your name and phone number and Ill get back to you within 24 hours. Thank you! Tip: Holiday Voicemail GreetingsHappy (X holiday)! Youve reached (your name) at (X company). I am currently out of the office, but please leave my name, phone number, and the reason you are calling, and Ill return your call after the holidays. Thank you. Hi, youve reached (your name) at (X company). Our office is closed until (X date), but please leave us your name and phone number and our team will get back to you as soon as possible. Enjoy (X holiday) and thank you for calling! Hello! Thanks for calling (X company). We are unable to answer the phone right now but will get back to you right after the holidays. Please be sure to leave your name, phone number, and a brief message. Thank you. Thanks for reaching out to us here at (X company). We are closed until however, we'll make sure to call you back straight away when we return. If your request is urgent, email (emergency contact) at (email address). Thanks, and have a wonderful (day, week). Happy holidays! You have reached (the X team) at (X company). Please leave your name, phone number, and a short message, and I will get back to you as soon as possible. Thank you. Hi, youve reached (your name) at (X company). Im currently exploring Europe (or more likely, recovering from severe jet lag) and will be back in the office at (X date). Please leave me your name, phone number and a brief message and I will get back to you then. Hello, thanks for calling (your name) at (X company). Unfortunately, I wont be able to answer your call until (X date), but please leave me your name, contact information and reason for your call, and I will give you a call back then. Thank you and have a wonderful day. Tip: Learn more about updating voicemail greetings with Telzio using our professional voicemail features, where you can upload a professional voicemail recording, and even type out your greeting using our automated text-to-speech tool. I have a confession: I have recorded a new voicemail greeting in nearly a decade. Since then, Ive (hopefully) become more articulate, poised, and self-assured. But if you heard my voicemail recording, you'd think I was still new to the work world, a little unsure of myself and probably not an authority. If you have changed your voicemail greeting in over a year, its probably due to some updating since a good message can boost your credibility, make you seem more competent, and encourage a listener to keep in touch. A relatively unprofessional one like mine, for instance does the opposite: It encourages prospects, competitors, and even potential clients to not take the time to get in touch with you. I dont want to take your time, please leave us your name, phone number and a short message after the beep and one of our representatives will personally assist you over the next few hours. Have wonderful day! Tip: Related: Table of Contents What to Say in a Voicemail Greeting Heres what you should say in a professional voicemail greeting: A greeting. Your name. Your company. A simple explanation for missing the call (e.g., youre away from the phone or are on holiday). A rough estimate of when youll get back to the person. An alternative person to reach out to (if youre out of office). An alternative mode of communication (if you prefer email or text). A call-to-action such as Leave a message or Send me an email at me@example.com. Thats the simple structure of a voicemail greeting. Overall, your greeting should be professional, but the wording can vary depending on the situation. Check out a sample below. Voicemail Greeting SampleHello, youve reached (name) at (company). Im unable to come to the phone right now. Leave your name and number, and Ill return your call as soon as Im free. Thank you. Easy, right? And yet, why is it so hard? Ive got you covered. Ive compiled some of the best voicemail greetings you can use for virtually any situation youll come across. Work Voicemail GreetingsThe work voicemail greetings Ill go over in this section are best if you have a work phone that is specifically (and only) yours. These voicemails are highly effective because they help you establish a relationship straight from the voicemail. Or, they help you share an important update in a simple, straightforward way. 1. Sales Results Voicemail ExampleHi, youve reached (your name) at (your company). Im unavailable right now probably helping (type of company) get (X results, e.g., double their leads in 60 days, hire the best and brightest engineers, convert 40% more customers). Leave your name and number, and well discuss how your company can see similar results. If youre a salesperson, you can continue your lead nurturing process via your voicemail. With this voicemail script, you can briefly describe what you help customers do so that your callers dont forget your value proposition. And even if its not a sales prospect, it can help wrong callers understand whether theyve reached the right person. What I like: I appreciate that the caller can leave a little bit about you in just a few seconds. 2. Email Option Voicemail ExampleHi, youve reached (name) at (company). If you need a quick response, please shoot me an email at (insert email address), and Ill be in touch by EOD tomorrow. If its not urgent, leave me a message with your name and number. Have a great day. Prefer to be contacted via email? Make that clear in your voice memo so that listeners reach out to you through your email instead. This particular voicemail script makes email even more desirable by implying that it's a faster mode of communication. What I like: When I leave a voicemail, I may wonder when (or if) Ill hear back. This voicemail gives a specific timeline for when the caller will hear back. 3. Alternative Contact Voicemail MessageHey, this is (your name). If youre calling for (X reason), please (contact so-and-so) or (go to our website, send me an email). For all other inquiries, leave your name and a brief message, and Ill call you back within (one, two, three) business day(s). I like that this voicemail also offers an extra layer of assurance that the caller has reached the right person. Frank Sonders, Founder of Salesforce AI, told me that he provides an alternative mode of contact in his voicemail. He said, In my lens, I see my personalized voicemail greeting as a factor that does more than collect details it guides our callers to our website for immediate help, turning a simple message into a touchpoint for engagement. He says doing this boosted his sites lead engagement by 18.96%. He adds, Its definitely an easier way to keep the conversation going and give callers a quick glimpse of what we offer, making our voicemail more than just a message but part of our overall sales strategy. 4. Parental Leave Voicemail ScriptHello, youve reached (your name and title). Im currently out on parental leave until (date). In the meantime, please direct all phone calls to (alternate contact name) at (phone number) and emails to (email address). Thanks, and Ill see you in (month) youll be back in the office. Ah, the joy of welcoming a new family member! If youve received parental leave, consider using a voicemail script like the one above, which directs callers to another point of contact. You dont have to be so formal feel free to customize it as much as you'd like to show your personality. What I like: As a caller, I dont want to interrupt your time with your bundle of joy! I want to know who to contact instead. This voicemail is transparent and gives your caller instructions on who to contact instead. 5. Resignation Voicemail MessageHello, (Persons name) is chasing new adventures and is no longer with (Company name). Please forward all future requests to (New or interim persons name) at (phone number). Thank you! You or someone at your now-former company can use the voicemail script above to direct callers to the best current contact. I like that it includes a friendly note that youre chasing new adventures you can use a similar phrase to convey excitement at your new opportunity. What I like: Why arent you getting back to me? Oh, you have another job? Congratulations! As a caller, I know exactly whats going on and dont feel abandoned. Short Voicemail GreetingsNeither you nor your clients have a lot of time to waste. I recommend the following short voicemail greetings to get to the point quickly and invite them to leave a message. 6. Short Sales Voicemail GreetingHi, this is (your name). Im either on a call or away from my desk. Please leave your name, number, and a brief message, and Ill get back to you in (time frame). Thank you. Short, simple, and to the point this voicemail gets to the gist fast. This short voicemail script is particularly apt for salespeople who are often on calls. But you can use it if youre a higher-level employee whos often in and out of meetings and if you often miss calls for that reason. A short message is the strategy that Ashot Nanayan, CEO and Founder of DWI, takes with his voicemail. He told me: My approach is to leave a short, approachable message that reflects my personality: something like, Hi, youve reached Ashot Nanayan. Im either helping a client or on the road, but leave your name, a quick note on what you need, and Ill get back to you soon! He adds, This message isnt flashy, but it's authentic and reliable, which helps build trust right from the start. It also subtly conveys that Im active and engaged, which encourages callbacks. 7. Short Voicemail Script with Requested ReasonHello, this is (your name) at (company). Thanks for calling. Please leave your name, number, and the reason youd like to chat, and get back to you ASAP. If youd like a more specific note, you can request that the caller mention the reason for their call. This is a great way to ensure you know why (or even if you should) respond with urgency. I feel like my call is important and know that Ill hear back. 8. Short Classic Voicemail Greeting for LandlinesHi, youve reached (your name). Im unable to come to the phone right now. Leave your name, number, and a short message, and Ill be sure to call back. This classic voicemail message simply states that you couldnt come to the phone in time to pick up the call which is particularly useful for landlines, which you dont carry on your person. (If youre creating a voicemail greeting for your cell phone, this one wouldnt quite work because you usually have your phone on you.) A short voicemail doesnt mean bad voicemail. Agsa Tabassam, Sales & Marketing Manager at SoPicks, thinks it means the opposite: I totally understand the challenge of picking the right voicemail message, especially when you want to make it sound welcoming yet professional. She shared the script she uses on her business line: "Hello, you've reached (company name). Sorry we missed your call. Please leave your name, number, and any details about your inquiry, and we'll get back to you soon." Keeping the [voicemail] message clear and friendly can make a difference in how people feel about calling back warm but concise message builds trust right from the start, she adds. What I like: If you appreciate brevity, this voicemail will do the trick. I like that it's simple and to the point. 9. Short Classic Voicemail Message for Cell PhonesHey, this is (your name). Thanks for reaching out. Im busy at the moment, but if you leave your name, number, and message, Ill return your call. Another classic voicemail script, but this time, its more device-agnostic. All it says is that youre busy at the moment and asks the caller for their contact information and their message. Simple and easy. If you want to use this method but make it more unique, drop the word busy and say what you might be doing, like being out on a call or something similar. Samantha Ode, Real Estate Sales Representative and Montreal Division Manager at Precondo, shared the script she uses on her voicemail, and she shared the script with me. I appreciate that the caller can leave a little bit about you in just a few seconds. 10. Email Option Voicemail ExampleHi, youve reached (name) at (company). If you need a quick response, please shoot me an email at (insert email address), and Ill be in touch by EOD tomorrow. If its not urgent, leave me a message with your name and number. Have a great day. Prefer to be contacted via email? Make that clear in your voice memo so that listeners reach out to you through your email instead. This particular voicemail script makes email even more desirable by implying that it's a faster mode of communication. What I like: When I leave a voicemail, I may wonder when (or if) Ill hear back. This voicemail gives a specific timeline for when the caller will hear back. 11. Customer Service Voicemail ScriptHi, youve reached customer service at (company). Unfortunately, were currently unavailable. But we want to help so please leave your name and number, as well as your reason for calling, and someone will call back ASAP. If many customers are calling your customer service department, its possible you might miss a few calls. (This is especially likely if you dont have a call center or call center software.) This voicemail script is ideal for catching the few customers who might miss your team. What I like: This voicemail has a friendly tone and reinforces that my call is important. I still feel valued as a customer. 12. Business Hours Voicemail MessageHi, youve reached (company). Were available by phone from (hour) to (hour) (time zone) Monday through Friday (optional: and from hour to hour on the weekends). You can also contact us by going to our website, (URL), and live-chatting or emailing us. If you like us to call you back, please leave your name and number after the tone. You can get ahead of frequently asked questions, such as those about your business hours. By including this voicemail message, you can help callers understand whether theyve reached the right person. What I like: I appreciate that the caller can leave a little bit about you in just a few seconds. 13. Front Office Voicemail ScriptHello, youve reached (company). We cant take your call right now, but please leave your name, contact information, and reason for reaching out, and one of our team members will be in touch within 24 hours. This simple voicemail message is a good fit for most businesses. Whether youre a local shop or an enterprise company, this script will courteously take messages if one of your employees doesnt pick up the phone. What I like: As a caller, this voicemail lets me know I contacted the right person and gives me reassurance that Ill hear back. 14. Customer Service Voicemail ScriptHi, youve reached customer service at (company). Unfortunately, were currently unavailable. But we want to help so please leave your name and number, as well as your reason for calling, and someone will call back ASAP. If many customers are calling your customer service department, its possible you might miss a few calls. (This is especially likely if you dont have a call center or call center software.) This voicemail script is ideal for catching the few customers who might miss your team. What I like: This voicemail has a friendly tone and reinforces that my call is important. I still feel valued as a customer. 15. Promise to Get Back Voicemail GreetingHi! Irene from Spylx is this. Send me an email if youre hoping for a quick response, and Ill make sure to get back to you as soon as possible tomorrow. But dont worry if its not very urgent! Please leave your name and phone number, and Ill get in contact with you as soon as I can. I hope today is fantastic for you! Irene Graham, co-founder of Spylx, an online phone tracker for parents, loves this voicemail. She says, I appreciate that the caller can leave a little bit about you in just a few seconds. 16. One-Day Holiday Voicemail MessageHello! Thanks for reaching out to (company). Were closed today for the holiday and will reopen tomorrow. If you leave your name, number, and a brief message, well give you a call when were back in the office. Thanks again, and have a great day. Is your entire company or team taking a single day off for a holiday? This voicemail greeting script is perfect for one-offs such as Fourth of July, Memorial Day, or MLK Day. What I like: You can use one voicemail for whatever holiday that you have on the docket, making the process simple. Sales Voicemail GreetingsLeaving a voicemail to a lead? These greetings from experts might come in handy. 27. Timely Launch Voicemail GreetingHey (Name), I saw an ad for your product launch coming up, and if youre launching a new product, our studio can help you create an amazing video for it. This will grab the audiences attention, and youll get at least a 20% jump in qualified leads after launching it. Andrew Cussens, owner of FilmFolk, a video and photography services agency, always tailors his message to the clients particular needs for that project. He left the voicemail above for someone from a company that wanted a promotional video. Following this approach consistently has led to our voicemail follow-up percentage skyrocketing by 42%. What I like: This voicemail shows that you keep track of what your prospects are working on. This offers a personal touch that shows youre invested. 28. Results-Oriented VoicemailHey (Name), its Laviet here at TP-Link. I wanted to let you know how our new range can increase your network performance by 30%. Lets talk more. Laviet Joquin, marketing head for TP-Link, suggests keeping the voicemail short and full of value. These voicemails are successful because they respect the callers time while giving them a good reason to callp the help they need. 25. Simple Holiday Voicemail GreetingThank you for calling (company). Were closed for (holiday) from (date) until (date). Please leave your message, and well get back to you as soon as possible. Have a happy holiday season! Want to keep it simple? This voicemail greeting script thanks the caller, informs them when the office will be closed, and wishes the listener a happy holiday. Cant get much simpler than that. What I like: This message is not tied to any specific holiday. You can easily adapt it to say winter break, so its inclusive of everyone. 26. One-Day Holiday Voicemail MessageHello! Thanks for reaching out to (company). Were closed today for the holiday and will reopen tomorrow. If you leave your name, number, and a brief message, well give you a call when were back in the office. Thanks again, and have a great day. Is your entire company or team taking a single day off for a holiday? This voicemail greeting script is perfect for one-offs such as Fourth of July, Memorial Day, or MLK Day. What I like: You can use one voicemail for whatever holiday that you have on the docket, making the process simple. Sales Voicemail GreetingsLeaving a voicemail to a lead? These greetings from experts might come in handy. 27. Timely Launch Voicemail GreetingHey (Name), I saw an ad for your product launch coming up, and if youre launching a new product, our studio can help you create an amazing video for it. This will grab the audiences attention, and youll get at least a 20% jump in qualified leads after launching it. Andrew Cussens, owner of FilmFolk, a video and photography services agency, always tailors his message to the clients particular needs for that project. He left the voicemail above for someone from a company that wanted a promotional video. Following this approach consistently has led to our voicemail follow-up percentage skyrocketing by 42%. What I like: This voicemail shows that you keep track of what your prospects are working on. This offers a personal touch that shows youre invested. 28. Results-Oriented VoicemailHey (Name), its Laviet here at TP-Link. I wanted to let you know how our new range can increase your network performance by 30%. Lets talk more. Laviet Joquin, marketing head for TP-Link, suggests keeping the voicemail short

Every business aims for client satisfaction; however, busy schedules can often leave business professionals with little time to attend to every single client need. For this reason, it is important to fully exploit your companys business voicemail and to make sure that it is working to its utmost potential. Just because a customer is unable to reach you does not mean that he or she cannot still be left with an informative message that can create a lasting and positive impression. To optimize the customer experience, its important for businesses to make sure that strategies are built around the customer, to ensure a positive customer experience. This includes taking your bussness voicemail into account and making sure that it reflects your company voice. Business voicemail greetings should have intention of encouraging a customer to indeed leave a message after the beep. In this post we've created 30 valuable business voicemail greeting examples and tips that can help achieve exactly this. Take a look at our 30 valuable business voicemail greeting examples and tips and optimize your own, making sure that customers leave a message after the beep. After all, this is really what voicemails were made for. Get Business Voicemail Transcription Short Business Voicemail GreetingsHi there, youve reached (your name) at (X company). Thanks for calling. Im unable to answer the phone but if you leave your name, phone number, and message, Ill make sure to return your call as soon as possible. Hello, youve reached the office of at (X company). Please leave your name, phone number, and the reason youre contacting us, and we will get back to you as soon as possible. Thank you. Hey, this is (your name) at (X company). Im either on a call or away from my desk. Please leave your name, phone number, and a short message and Ill be sure to return your call. Hi, this is (your name) at (X company). I am unavailable at the moment, but please leave your name, phone number, and the reason youre calling, and Ill call you right back. Hi, youve called (your name) at (X company). I am currently out of the office, but please leave your name, phone number, and a brief message, and Ill get in touch with you as soon as possible. Hi, youve reached (your name) at (X company). Sorry I missed your call. Im especially busy today, but if you leave me your name, phone number, and a brief message, Ill get back to you within the next 24 hours. Tip: Personal Voicemail Greetings Customer Support Representative Voicemail GreetingHello, youve reached (name) at (X company). If you need help with (X reason) please contact (X person/X system) or (visit our website and send us an email). For all other inquiries, please leave your name and a message and Ill be sure to get back to you as soon as possible. Tip: Friendly Voicemail GreetingExampleHi, this is (your name) at (X company). I am currently unavailable. My office hours are Monday through Friday, from 9 am to 5 pm. Please leave your name and phone number, and I will get back to you as soon as possible. Tip: Business Hours Voicemail GreetingExampleHi, this is (your name) at (X company). Im currently on vacation and wont be back to the office until (X month). Please leave me your name, phone number, and the reason you are calling and I will get back to you then. Thank you for calling! Employee No Longer With the Company GreetingExampleHi, (ex-employees name) is currently pursuing new adventures and is no longer a part of (X company) name. Please forward any future requests to (new employees name) at (phone number). Thank you! Tip: Business Voicemail GreetingHello, youve reached the Sales Department at (X company). We cant take your call right now, but please leave your name, contact information, and the reason for reaching out, and one of our team members will be in touch within 24 hours. Hello, youve reached (X company). Unfortunately, we cant answer your call right now. But your call is very important to us -- so please leave us your name, phone number, and the reason for your call and someone from our team will get back to within (X number) business days. Hello, youve reached (X company). We are currently closed. Our office hours are Monday through Friday, from (x time) to (x time) (time zone). Please visit our website at (company website URL) for more information, or leave us your name, phone number, and the reason for your call and we will get back to you on (X date). Thank you for calling (X company). Hello, youve called (X company). We are currently unable to take your call. Please visit our company website at (company website URL) to speak to chat with a representative, or email us at (X email address). If you like us and if you call back, please leave your name and phone number, and our team will get in touch with you within 24 hours. Thank you for calling (X company) name. Our representatives are currently unable to take your call as they are helping clients achieve their goals. We dont want to take your valuable time, please leave us your name, phone number and a short message after the beep and one of our representatives will personally assist you over the next few hours. Have wonderful day! Tip: Related: Upload Custom Hold Music & On-Hold Messages Funny Voicemail GreetingsHi, youve reached (your name) at (X company). We are busy trying to save the world (what your company does is best). If you want to learn more about how we do it, please leave us your name and phone number, and we will get back to you as soon as our mission is complete which should be fairly soon. Thank you! Hi, youve reached (your name) at (X company). Im kind of a very big deal so I cant answer your call. Just kidding! Im out of the office, so please leave my name and phone number and Ill get back to you as soon as possible. Thank you! Youve reached Captain America. Just kidding! Im (your name) at (X company), although being Captain America would be cool. Please leave me your name and phone number and Ill get back to you as soon as Im done saving the world. Hi, this is (your name) at (X company). Im about to quit this job so dont call me again. Just kidding. I love my job. (X company) is the best. Please leave me your name and phone number and Ill get back to you within 24 hours. Thank you! Tip: Holiday Voicemail GreetingsHappy (X holiday)! Youve reached (your name) at (X company). I am currently out of the office, but please leave my name, phone number, and the reason you are calling, and Ill return your call after the holidays. Thank you. Hi, youve reached (your name) at (X company). Our office is closed until (X date), but please leave us your name and phone number and our team will get back to you as soon as possible. Enjoy (X holiday) and thank you for calling! Hello! Thanks for calling (X company). We are unable to answer the phone right now but will get back to you right after the holidays. Please be sure to leave your name, phone number, and a brief message. Thank you. Thanks for reaching out to us here at (X company). We are closed until however, we'll make sure to call you back straight away when we return. If your request is urgent, email (emergency contact) at (email address). Thanks, and have a wonderful (day, week). Happy holidays! You have reached (the X team) at (X company). Please leave your name, phone number, and a short message, and I will get back to you as soon as possible. Thank you. Hi, youve reached (your name) at (X company). Im currently exploring Europe (or more likely, recovering from severe jet lag) and will be back in the office at (X date). Please leave me your name, phone number and a brief message and I will get back to you then. Hello, thanks for calling (your name) at (X company). Unfortunately, I wont be able to answer your call until (X date), but please leave me your name, contact information and reason for your call, and I will give you a call back then. Thank you and have a wonderful day. Tip: Learn more about updating voicemail greetings with Telzio using our professional voicemail features, where you can upload a professional voicemail recording, and even type out your greeting using our automated text-to-speech tool. I have a confession: I have recorded a new voicemail greeting in nearly a decade. Since then, Ive (hopefully) become more articulate, poised, and self-assured. But if you heard my voicemail recording, you'd think I was still new to the work world, a little unsure of myself and probably not an authority. If you have changed your voicemail greeting in over a year, its probably due to some updating since a good message can boost your credibility, make you seem more competent, and encourage a listener to keep in touch. A relatively unprofessional one like mine, for instance does the opposite: It encourages prospects, competitors, and even potential clients to not take the time to get in touch with you. I dont want to take your time, please leave us your name, phone number and a short message after the beep and one of our representatives will personally assist you over the next few hours. Have wonderful day! Tip: Related: Table of Contents What to Say in a Voicemail Greeting Heres what you should say in a professional voicemail greeting: A greeting. Your name. Your company. A simple explanation for missing the call (e.g., youre away from the phone or are on holiday). A rough estimate of when youll get back to the person. An alternative person to reach out to (if youre out of office). An alternative mode of communication (if you prefer email or text). A call-to-action such as Leave a message or Send me an email at me@example.com. Thats the simple structure of a voicemail greeting. Overall, your greeting should be professional, but the wording can vary depending on the situation. Check out a sample below. Voicemail Greeting SampleHello, youve reached (name) at (company). Im unable to come to the phone right now. Leave your name and number, and Ill return your call as soon as Im free. Thank you. Easy, right? And yet, why is it so hard? Ive got you covered. Ive compiled some of the best voicemail greetings you can use for virtually any situation youll come across. Work Voicemail GreetingsThe work voicemail greetings Ill go over in this section are best if you have a work phone that is specifically (and only) yours. These voicemails are highly effective because they help you establish a relationship straight from the voicemail. Or, they help you share an important update in a simple, straightforward way. 1. Sales Results Voicemail ExampleHi, youve reached (your name) at (your company). Im unavailable right now probably helping (type of company) get (X results, e.g., double their leads in 60 days, hire the best and brightest engineers, convert 40% more customers). Leave your name and number, and well discuss how your company can see similar results. If youre a salesperson, you can continue your lead nurturing process via your voicemail. With this voicemail script, you can briefly describe what you help customers do so that your callers dont forget your value proposition. And even if its not a sales prospect, it can help wrong callers understand whether theyve reached the right person. What I like: I appreciate that the caller can leave a little bit about you in just a few seconds. 2. Email Option Voicemail ExampleHi, youve reached (name) at (company). If you need a quick response, please shoot me an email at (insert email address), and Ill be in touch by EOD tomorrow. If its not urgent, leave me a message with your name and number. Have a great day. Prefer to be contacted via email? Make that clear in your voice memo so that listeners reach out to you through your email instead. This particular voicemail script makes email even more desirable by implying that it's a faster mode of communication. What I like: When I leave a voicemail, I may wonder when (or if) Ill hear back. This voicemail gives a specific timeline for when the caller will hear back. 3. Alternative Contact Voicemail MessageHey, this is (your name). If youre calling for (X reason), please (contact so-and-so) or (go to our website, send me an email). For all other inquiries, leave your name and a brief message, and Ill call you back within (one, two, three) business day(s). I like that this voicemail also offers an extra layer of assurance that the caller has reached the right person. Frank Sonders, Founder of Salesforce AI, told me that he provides an alternative mode of contact in his voicemail. He said, In my lens, I see my personalized voicemail greeting as a factor that does more than collect details it guides our callers to our website for immediate help, turning a simple message into a touchpoint for engagement. He says doing this boosted his sites lead engagement by 18.96%. He adds, Its definitely an easier way to keep the conversation going and give callers a quick glimpse of what we offer, making our voicemail more than just a message but part of our overall sales strategy. 4. Parental Leave Voicemail ScriptHello, youve reached (your name and title). Im currently out on parental leave until (date). In the meantime, please direct all phone calls to (alternate contact name) at (phone number) and emails to (email address). Thanks, and Ill see you in (month) youll be back in the office. Ah, the joy of welcoming a new family member! If youve received parental leave, consider using a voicemail script like the one above, which directs callers to another point of contact. You dont have to be so formal feel free to customize it as much as you'd like to show your personality. What I like: As a caller, I dont want to interrupt your time with your bundle of joy! I want to know who to contact instead. This voicemail is transparent and gives your caller instructions on who to contact instead. 5. Resignation Voicemail MessageHello, (Persons name) is chasing new adventures and is no longer with (Company name). Please forward all future requests to (New or interim persons name) at (phone number). Thank you! You or someone at your now-former company can use the voicemail script above to direct callers to the best current contact. I like that it includes a friendly note that youre chasing new adventures you can use a similar phrase to convey excitement at your new opportunity. What I like: Why arent you gettingting back to me? Oh, you have another job? Congratulations! As a caller, I know exactly whats going on and dont feel abandoned. Short Voicemail GreetingsNeither you nor your clients have a lot of time to waste. I recommend the following short voicemail greetings to get to the point quickly and invite them to leave a message. 6. Short Sales Voicemail GreetingHi, this is (your name). Im either on a call or away from my desk. Please leave your name, number, and a brief message, and Ill get back to you in (time frame). Thank you. Short, simple, and to the point this voicemail gets to the gist fast. This short voicemail script is particularly apt for salespeople who are often on calls. But you can use it if youre a higher-level employee whos often in and out of meetings and if you often miss calls for that reason. A short message is the strategy that Ashot Nanayan, CEO and Founder of DWI, takes with his voicemail. He told me: My approach is to leave a short, approachable message that reflects my personality: something like, Hi, youve reached Ashot Nanayan. Im either helping a client or on the road, but leave your name, a quick note on what you need, and Ill get back to you soon! He adds, This message isnt flashy, but it's authentic and reliable, which helps build trust right from the start. It also subtly conveys that Im active and engaged, which encourages callbacks. 7. Short Voicemail Script with Requested ReasonHello, this is (your name) at (company). Thanks for calling. Please leave your name, number, and the reason youd like to chat, and get back to you ASAP. If youd like a more specific note, you can request that the caller mention the reason for their call. This is a great way to ensure you know why (or even if you should) respond with urgency. I feel like my call is important and know that Ill hear back. 8. Short Classic Voicemail Greeting for LandlinesHi, youve reached (your name). Im unable to come to the phone right now. Leave your name, number, and a short message, and Ill be sure to call back. This classic voicemail message simply states that you couldnt come to the phone in time to pick up the call which is particularly useful for landlines, which you dont carry on your person. (If youre creating a voicemail greeting for your cell phone, this one wouldnt quite work because you usually have your phone on you.) A short voicemail doesnt mean bad voicemail. Agsa Tabassam, Sales & Marketing Manager at SoPicks, thinks it means the opposite: I totally understand the challenge of picking the right voicemail message, especially when you want to make it sound welcoming yet professional. She shared the script she uses on her business line: "Hello, you've reached (company name). Sorry we missed your call. Please leave your name, number, and any details about your inquiry, and we'll get back to you soon." Keeping the [voicemail] message clear and friendly can make a difference in how people feel about calling back warm but concise message builds trust right from the start, she adds. What I like: If you appreciate brevity, this voicemail will do the trick. I like that it's simple and to the point. 9. Short Classic Voicemail Message for Cell PhonesHey, this is (your name). Thanks for reaching out. Im busy at the moment, but if you leave your name, number, and message, Ill return your call. Another classic voicemail script, but this time, its more device-agnostic. All it says is that youre busy at the moment and asks the caller for their contact information and their message. Simple and easy. If you want to use this method but make it more unique, drop the word busy and say what you might be doing, like being out on a call or something similar. Samantha Ode, Real Estate Sales Representative and Montreal Division Manager at Precondo, shared the script she uses on her voicemail, and she shared the script with me. I appreciate that the caller can leave a little bit about you in just a few seconds. 10. Email Option Voicemail ExampleHi, youve reached (name) at (company). If you need a quick response, please shoot me an email at (insert email address), and Ill be in touch by EOD tomorrow. If its not urgent, leave me a message with your name and number. Have a great day. Prefer to be contacted via email? Make that clear in your voice memo so that listeners reach out to you through your email instead. This particular voicemail script makes email even more desirable by implying that it's a faster mode of communication. What I like: When I leave a voicemail, I may wonder when (or if) Ill hear back. This voicemail gives a specific timeline for when the caller will hear back. 11. Customer Service Voicemail ScriptHi, youve reached customer service at (company). Unfortunately, were currently unavailable. But we want to help so please leave your name and number, as well as your reason for calling, and someone will call back ASAP. If many customers are calling your customer service department, its possible you might miss a few calls. (This is especially likely if you dont have a call center or call center software.) This voicemail script is ideal for catching the few customers who might miss your team. What I like: This voicemail has a friendly tone and reinforces that my call is important. I still feel valued as a customer. 12. Business Hours Voicemail MessageHi, youve reached (company). Were available by phone from (hour) to (hour) (time zone) Monday through Friday (optional: and from hour to hour on the weekends). You can also contact us by going to our website, (URL), and live-chatting or emailing us. If you like us to call you back, please leave your name and number after the tone. You can get ahead of frequently asked questions, such as those about your business hours. By including this voicemail message, you can help callers understand whether theyve reached the right person. What I like: I appreciate that the caller can leave a little bit about you in just a few seconds. 13. Front Office Voicemail ScriptHello, youve reached (company). We cant take your call right now, but please leave your name, contact information, and reason for reaching out, and one of our team members will be in touch within 24 hours. This simple voicemail message is a good fit for most businesses. Whether youre a local shop or an enterprise company, this script will courteously take messages if one of your employees doesnt pick up the phone. What I like: As a caller, this voicemail lets me know I contacted the right person and gives me reassurance that Ill hear back. 14. Customer Service Voicemail ScriptHi, youve reached customer service at (company). Unfortunately, were currently unavailable. But we want to help so please leave your name and number, as well as your reason for calling, and someone will call back ASAP. If many customers are calling your customer service department, its possible you might miss a few calls. (This is especially likely if you dont have a call center or call center software.) This voicemail script is ideal for catching the few customers who might miss your team. What I like: This voicemail has a friendly tone and reinforces that my call is important. I still feel valued as a customer. 15. Promise to Get Back Voicemail GreetingHi! Irene from Spylx is this. Send me an email if youre hoping for a quick response, and Ill make sure to get back to you as soon as possible tomorrow. But dont worry if its not very urgent! Please leave your name and phone number, and Ill get in contact with you as soon as I can. I hope today is fantastic for you! Irene Graham, co-founder of Spylx, an online phone tracker for parents, loves this voicemail. She says, I appreciate that the caller can leave a little bit about you in just a few seconds. 16. One-Day Holiday Voicemail MessageHello! Thanks for reaching out to (company). Were closed today for the holiday and will reopen tomorrow. If you leave your name, number, and a brief message, well give you a call when were back in the office. Thanks again, and have a great day. Is your entire company or team taking a single day off for a holiday? This voicemail greeting script is perfect for one-offs such as Fourth of July, Memorial Day, or MLK Day. What I like: You can use one voicemail for whatever holiday that you have on the docket, making the process simple. Sales Voicemail GreetingsLeaving a voicemail to a lead? These greetings from experts might come in handy. 27. Timely Launch Voicemail GreetingHey (Name), I saw an ad for your product launch coming up, and if youre launching a new product, our studio can help you create an amazing video for it. This will grab the audiences attention, and youll get at least a 20% jump in qualified leads after launching it. Andrew Cussens, owner of FilmFolk, a video and photography services agency, always tailors his message to the clients particular needs for that project. He left the voicemail above for someone from a company that wanted a promotional video. Following this approach consistently has led to our voicemail follow-up percentage skyrocketing by 42%. What I like: This voicemail shows that you keep track of what your prospects are working on. This offers a personal touch that shows youre invested. 28. Results-Oriented VoicemailHey (Name), its Laviet here at TP-Link. I wanted to let you know how our new range can increase your network performance by 30%. Lets talk more. Laviet Joquin, marketing head for TP-Link, suggests keeping the voicemail short

and full of value.These voicemails are successful because they respect the recipients time while giving them a good reason to contact you again. Personalized is personalized to the top of the priority list, essential for building a good first impression.What I like: Using specific metrics shows that your team has a goal for its clients. As a user, Im interested to hear how you plan to achieve those results.29. Pain Point-Oriented Voicemail GreetingHi [prospects name], this is [my name] from VEM Tools. I recently came across [their pain point and/or challenge] that many businesses in your industry face. I have a one-in-a-million solution that could potentially [key benefit]. I will follow up in a few days, but feel free to call me back if you would like to discuss further.David Reid, sales director at VEM Tooling, highlights a relevant pain point and offers a solution in the same voicemail.What I like: A pain point is quickly acknowledged in this brief message. As a prospect, I know the business cares about my specific needs.Create a Professional Voicemail Greeting that Keeps the Conversation GoingCreating a voicemail greeting might not be fun, but with the scripts Ive shared, you should have an easier time. No need to practice time and time again simply plug in your name, company title, and other details, then read it out loud to your phones voicemail greeting recorder. With a professional greeting, youll continue nurturing prospects even if you dont pick up the phone.Editor's note: This post was originally published in February 2018 and has been updated for comprehensiveness. I have a confession: I havent recorded a new voicemail greeting in nearly a decade. Since then, Ive (hopefully) become more articulate, poised, and self-assured. But if you heard my voicemail recording, you'd think I was still new to the work world, a little unsure of myself and probably not an authority. If you havent changed your voicemail greeting in over a year, its probably due for some updating since a good message can boost your credibility, make you seem more competent, and encourage a listener to keep in touch. A relatively unprofessional one like mine, for instance does the opposite: It encourages prospects, recruiters, and potential connections to run in the other direction.In this post, Ill share what makes a good voicemail greeting and the best voicemail greeting scripts you can use.Tip: If youre not sure how to leave a good voicemail, check out the most effective voicemail script ever and how to end a voicemail that keeps the sales conversation open. Table of ContentsWhat to Say in a Voicemail GreetingHeres what you should say in a professional voicemail greeting:A greeting.Your name.Your company.A simple explanation for missing the call (e.g., youre away from the phone or are on holiday).A rough estimate of when youll get back to the person.An alternative person to reach out to (if youre out of office).An alternative mode of communication (if you prefer email or text).A call-to-action such as Leave a message or Send me an email at me@example.com.Thats the simple structure of a voicemail greeting. Overall, your greeting should be professional, but the wording can vary depending on the situation. Check out a sample below.Voicemail Greeting SampleHello, youve reached [name] at [company]. Im unable to come to the phone right now. Leave your name and number, and Ill return your call as soon as Im free. Thank you.Easy, right? And yet, why is it so hard?Ive got you covered. 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With this voicemail script, you can briefly describe what you help customers do so that your callers dont forget your value proposition. And even if its not a sales prospect, it can help wrong callers understand whether theyve reached the right person.What I like: This voicemail uses the company name and allows you to share a bit about your role. I appreciate that the caller can learn a little bit about you in just a few seconds.2. Email Option Voicemail ExampleHi, youve reached [name] at [company]. If you need a quick response, please shoot me an email at [insert email address], and Ill be in touch by EOD tomorrow. If its not urgent, leave me a message with your name and number. Have a great day.Prefer to be contacted via email? Make that clear in your voice memo so that listeners reach out to you through your email instead. 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You dont have to be so formal feel free to customize it as much as you'd like to show your personality.What I like: As a caller, I dont want to interrupt your time with your bundle of joy! I want to know who to contact instead. This voicemail is transparent and gives your caller instructions on who to contact instead.5. Resignation Voicemail MessageHello, [Persons name] is chasing new adventures and is no longer with [Company name]. Please forward all future requests to [New or interim persons name] at [phone number]. Thank you!You or someone at your now-former company can use the voicemail script above to direct callers to the best current contact. I like that it includes a friendly note that you're chasing new adventures you can that a similar request to convey excitement at your new opportunity.What I like: Why arent you getting back to me? Oh, you have another job? Congratulations! 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He told me: My approach is to leave a short, approachable message that reflects my personality; something like, Hi, you've reached Ashot Nanayan. I'm either helping a client or on the road, but leave your name, a quick note on what you need, and I'll get back to you soon!He adds, This message isn't flashy, but it's authentic and reliable, which helps build trust right from the start. It also subtly conveys that I'm active and engaged, which encourages callbacks.7. Short Voicemail Script with Requested Reason"Hello, this is [your name] at [company]. Thanks for calling. Please leave your name, number, and the reason youd like to chat, and Ill get back to you ASAP."If you'd like your voicemail entries to be a little more specific, you can request that the caller mention the reason for their call. This is a great way to ensure you know why (or even if you should) reach back out to them. You can also use this example as a personal voicemail greeting by removing the call to [company].What I like: This voicemail is short but still conveys a sense of urgency. I feel like my call is important and know that Ill hear back.8. Short Classic Voicemail Greeting for LandlinesHi, youve reached [your name]. Im unable to come to the phone right now. Leave your name, number, and a short message, and Ill be sure to call back.This classic voicemail message simply states that you couldnt come to the phone in time to pick up the call which is particularly useful for landlines, which you dont carry on your person. (If youre creating a voicemail greeting for your cell phone, this one wouldnt quite work because you usually have your phone on you.)A short voicemail doesnt mean bad voicemail. Aga Tabassam, Sales & Marketing Manager at SoPicks, thinks it means the opposite: I totally understand the challenge of picking the right voicemail message, especially when you want to make it sound welcoming yet professional.She shared the script she uses on her business line: "Hello, you've reached (company name). Sorry we missed your call. Please leave your name, number, and any details about your inquiry, and we'll get back to you soon."Keeping the [voicemail] message clear and friendly can make a difference in how people feel about calling backa warm but concise message builds trust right from the start, she adds.What I like: If you appreciate brevity, this voicemail will do the trick. I like that it's simple and to the point.9. Short Classic Voicemail Message for Cell Phones"Hey, this is [your name]. Thanks for reaching out. Im busy at the moment, but if you leave your name, number, and message, Ill return your call.Another classic voicemail script, but this time, its more device-agnostic. All it says is that youre busy at the moment and asks the caller for their contact information and their message. Simple and easy.If you want to use this method but make it more unique, drop the word busy and say what you might be doing, like being out on a call or something similar. Samantha Odo, Real Estate Sales Representative and Montreal Division Manager at Precondo, does this with her voicemail, and she shared the script with me: "You've reached Samantha Odo at Precondo. I'm probably out showing properties or meeting with clients. Please leave a message, and I'll call you back shortly!"She says, This simple, direct message emphasizes my active involvement in the field. It works because it assures clients they are dealing with a no-nonsense, hands-on professional."What I like: You can use this voicemail message on any device. You also ask for all of the essentials youll need to return a call.Business Voicemail GreetingsAre you creating a voicemail greeting for your entire company or team? These business voicemail greetings will do the trick.10. Front Office Voicemail ScriptHello, youve reached [X company]. We cant take your call right now, but please leave your name, contact information, and reason for reaching out, and one of our team members will be in touch within 24 hours.This simple voicemail message is a good fit for most businesses. Whether youre a local shop or an enterprise company, this script will courteously take messages if one of your employees doesnt pick up the phone.What I like: As a caller, this voicemail lets me know I contacted the right person and gives me reassurance that Ill hear back.11. Customer Service Voicemail ScriptHi, youve reached customer service at [company]. Unfortunately, were currently unavailable. But we want to help so please leave your name and number, as well as your reason for calling, and someone will call back ASAP.If many customers are calling your customer service department, its possible you might miss a few calls. (This is especially likely if you dont have a call center or call center software.) This voicemail script is ideal for catching the few customers who might miss your team.What I like: This voicemail has a friendly tone and reinforces that my call is important. I still feel valued as a customer.12. Business Hours Voicemail MessageHi, youve reached [company]. Were available by phone from [hour] to [hour] [time zone] Monday through Friday [optional: and from hour to hour on the weekends]. You can also contact us by going to our website, [URL], and live-chatting or emailing us. If youd like us to call you back, please leave your name and number after the tone.You can get ahead of frequently asked questions, such as those about your business hours and website, by including that information in your voicemail greeting, like in the example above. This script also provides an alternative mode of communication for your team.What I like: As a caller, I know exactly when I should call back to get my issue resolved. I also know how I can get help if my issue is urgent during off hours. Im empowered to take matters into my own hands if needed.13. For More Information Voicemail ScriptHello, youve reached [company]. If youre looking for information on [X], please check out our Facebook page, company website etc.] If you want to know more about [Y], take a look at [Z page on our site, our YouTube channel, etc.] Still have more questions or just want to chat with our team? Leave your name and number, and we'll return your call straight away.Like the previous example, this voicemail greeting gives the listener several pieces of information that are often requested from your team. That not only saves you time but also makes for a more comfortable and seamless experience for your callers.What I like: Looking for a quick way to plug your social channels? This allows you to do so over the phone!14. Sales Team Voicemail GreetingHello, youve reached the Sales Department at [Company name]. All of our representatives are currently helping clients [insert goal, such as achieve 40% growth through streamlining HR operations] and are unable to take your call. Please leave your name, company, and phone number, and well give you a call back ASAP. Thank you!! love this sales team voicemail script for two reasons: It once again repeats the company's value proposition, and it implies the team is busy with other clients, signaling that the product is coveted.Why I like: This voicemail allows you to reinforce your company mission, showing people that you are dedicated to helping your clients.15. Promise to Get Back Voicemail GreetingHi! Irene from Spylis is this. Send me an email if youre hoping for a quick response, and Ill make sure to get back to you as soon as possible tomorrow. But dont worry if its not very urgent! Please leave your name and phone number, and Ill get in contact with you as soon as I can. I hope today is fantastic for you!Irene Graham, co-founder of Spylis, an online phone tracker for parents, loves this voicemail greeting that shes set for herself.What I like: As a caller, I like how specific this message is. I know exactly what I can do to hear back quickly and when I can expect to hear back over the phone.Featured Resource: Free Voicemail Greeting TemplatesDownload free templates to leave a better voicemail greeting.Funny Voicemail GreetingsA word of warning: These greetings will not do you any favors if youre in the midst of a job hunt or work in a conservative industry. Always remember your target personas. If theres a chance they won't appreciate your sense of humor, opt for a straightforward greeting instead.Pro tip: When using a funny voicemail message, make sure the contents are authentic. If youre, say, a James Bond fan and have a great sense of humor, mentioning him might be a great fit for you. 16. James Bond Funny Voicemail GreetingThis is Bond, James Bond. Okay, its really [your last name]. [Your first name] [your last name], Ill get back to you as soon as Im done helping M16 save the world which will probably be tomorrow at the latest. Have a good day.This one is self-explanatory adapt James Bonds famous greeting for your own use, and youve got a charming voicemail message that will get at least a smile out of your caller.Greg Arnold, General Manager at Kitchen Mania, uses humor in his voicemail. He says, Ive decided to add a fun little touch to my voicemail to make it feel more personal. For example, I might say, Im either on the other line or saving the world leave a message, and I promise Ill get back to you soon!He says that a bit of humor sets a relaxed tone and can make people feel more at ease reaching out: [Humour a voicemail] breaks the ice and shifts the conversation from feeling transactional to more personableSince doing this, Ive noticed stronger connections with clients, and theyre more likely to engage with me after hearing something memorable.17. Star Wars Funny Voicemail ScriptMay the voicemail be with you! Youve reached the Rebel Alliance at [Your Name]'s base. If youve spotted any suspicious droids, encountered pesky Sith lords, or just want to discuss the best techniques for wielding a lightsaber, leave a message after the R2-D2 beep.Recommended for Millennials and Gen Xers, this voicemail script references one of the most beloved science fiction series of all time. Plus, youre bound to get some interesting answers from your callers.Pro tip: I advise using this voicemail message for your personal devices or if you work in a field where pop culture references abound. If this message doesnt align with your organization, youll want to skip it.18. Chicken-and-Egg Funny Voicemail MessageHello! Youve gotten the voicemail of [your name]. Leave your name, contact info, and the answer to the eternal question, Which came first, the chicken or the egg? Anyone who gets it right will receive a call back.This cute voicemail greeting asks a classic question for listeners to answer: Which came first, the chicken or the egg? You may not get satisfactory answers or, alternatively, you may get a long and elaborate explanation. Stay prepared.What I like: In my opinion, this voicemail message strikes the right balance. Its funny but doesnt rely on specific references. Anyone can understand the joke.Vacation Voicemail GreetingsOut of town? Your callers should know. Let them know with the following vacation voicemail greetings.19. Classic Vacation Voicemail GreetingHi, youve reached [your name]. Im away from [date] to [date]. If you need help with [X] before then, please contact [name] at [phone number]. Everyone else, please leave your name and number, and Ill return your call when I return. Thanks, and have a great day.Theres nothing wrong with keeping it simple. This voicemail greeting template can be adjusted for any sort of professional event if youre in a more casual environment, such as a startup.What I like: This voicemail is clear about when youll be out of the office. If I want to reach you specifically, I know when to call back.20. Adventurous Vacation Voicemail MessageHello, youve reached [your name]. Im currently [exploring Asia, hiking through the jungle in Costa Rica, hanging out on the beach in Bermuda] or more likely, [recovering from extreme jet lag, googling Are red spiders poisonous, or looking for SPF 150 sunscreen] and wont be back in the office until [date]. Leave your contact info and reason for calling, and Ill get in touch then.If youd like to inject a bit of humor into your vacation voicemail message, you can customize the example above for that purpose. Share your adventures with the listener, and be sure to include your return date.What I like: This voicemail message is friendly. I can get a little sense of your personality and where you like to travel, helping us build a better connection.21. Short Vacation Voicemail ScriptHey there, this is [your name] from [your company]. Im out of the office until [date]. In the meantime, please direct your inquiries to [coworkers name] at [email address]. They can also be reached at [phone number]. Thank you.This vacation voicemail message hits all the right notes: It introduces you, states your vacation dates, and provides an alternate point of contact (with two ways of reaching out!). Simple, easy, and polite.What I like: This message is short and provides a second person to contact. If you get calls from people you dont have a relationship with, this voicemail message works well.Holiday Voicemail GreetingsNo one should be calling during the holidays, and yet some people do. When youre out for the holidays, create a voicemail greeting that communicates the cheerfulness of the season while still staying professional.22. Office-Wide Holiday Voicemail ScriptHello, youve reached [your name, the office of X company]. The team is currently out of the office, but well be back on [date] stuffed with good food and eager to speak with you. Leave your name, number, and if you're so inclined your favorite [holiday dish, Thanksgiving tradition, etc.]This friendly office-wide voicemail script not only informs your listeners when you plan to return but also includes space for a holiday-specific prompt. A voicemail greeting can feel impersonal, but this one fosters some connection.What I like: Theres a chance for your caller to share a bit of their personality and spread some holiday cheer. 23. Personal Holiday Voicemail GreetingHi, youve reached [your name, the office of X company]. Were closed until [date]. Please leave your name and phone number, and someone will return your call ASAP. Have a great [New Yea's, Fourth of July, etc.].Want to keep it brief? This individual voicemail greening can be used either by the front desk representative at your company or for your work phone.What I like: This personal message shows both that your company is out of the office and that you're away from your desk. I especially like the sign-off, which wishes the listener a happy holiday.24. Emergency Contact Voicemail MessageHappy holidays! [Im/the team at X company is] away until [date]. Well make sure to call you back straight away when we return. If your request is urgent, email [emergency contact] at [email address]. Thanks, and have a wonderful day.Sometimes, you might want to provide a contact for callers to reach out to in case of an emergency. This voicemail script includes space to do just that and is courteous and friendly, too.What I like: Emergencies can happen at any time. This voicemail acknowledges that urgency and provides a way for the caller to get the help they need.25. Simple Holiday Voicemail GreetingThank you for calling [company]. Were closed for [holiday] from [date] until [date]. Please leave your message, and well get back to you as soon as possible. Have a happy holiday season!Want to keep it simple? This voicemail greeting script thanks the caller, informs them when the office will be closed, and wishes the listener a happy holiday. Cant get much simpler than that.What I like: This message is not tied to any specific holiday. You can easily adapt it to say winter break, so its inclusive of everyone.26. One-Day Holiday Voicemail MessageHello! Thanks for reaching out to [company]. Were closed today for the holiday and will reopen tomorrow. If you leave your name, number, and a brief message, well give you a call when we're back in the office. Thanks again, and have a great day.Is your entire company or team taking a single day off for a holiday? This voicemail greeting script is perfect for one-offs such as Fourth of July, Memorial Day, or MLK Day.What I like: You can use one voicemail for whatever holiday that you have on the docket, making the process simple. Sales Voicemail GreetingsLeaving a voicemail to a lead? These greetings from experts might come in handy.27. Timely Launch Voicemail GreetingHey [Name], I saw an ad for your product launch coming up, and if youre launching a new product, our studio can help you create an amazing video for it. This will grab the audiences attention, and youll get at least a 20% jump in qualified leads after launching it. Andrew Cussens, owner of FilmFolk, a video and photography services agency, always tailors his message to the clients particular needs for that project. He left the voicemail above for someone from a company that wanted a promotional video.Following this approach consistently has led to our voicemail follow-up percentage skyrocketing by 42%.What I like: This voicemail shows that you keep track of what your prospects are working on. This offers a personal touch that shows youre invested. 28. Results-Oriented Voicemail Hey [Name], its Laviet here at TP-Link. I wanted to let you know how our new range can increase your network performance by 30%. Lets talk more.Laviet Joaquin, marketing head for TP-Link, suggests keeping the voicemail short and full of value.These voicemails are successful because they respect the recipients time while giving them a good reason to contact them again. Every message is personalized to make the recipient feel at the top of the priority list, essential for building a good first impression.What I like: Using specific metrics shows that your team has a goal for its clients. As a user, Im interested to hear how you plan to achieve those results.29. Pain Point-Oriented Voicemail GreetingHi [prospects name], this is [my name] from VEM Tools. I recently came across [their pain point and/or challenge] that many businesses in your industry face. I have a one-in-a-million solution that could potentially [key benefit]. I will follow up in a few days, but feel free to call me back if you would like to discuss further.David Reid, sales director at VEM Tooling, highlights a relevant pain point and offers a solution in the same voicemail.What I like: A pain point is quickly acknowledged in this brief message. As a prospect, I know the business cares about my specific needs.Create a Professional Voicemail Greeting that Keeps the Conversation GoingCreating a voicemail greeting might not be fun, but with the scripts Ive shared, you should have an easier time. No need to practice time and time again simply plug in your name, company title, and other details, then read it out loud to your phones voicemail greeting recorder. With a professional greeting, youll continue nurturing prospects even if you dont pick up the phone.Editor's note: This post was originally published in February 2018 and has been updated for comprehensiveness.

Message answering machine. Phone answering machine message. Answering machine phone. Message on answering machine for business.