Voicemail Greetings

“Good morning. You’ve reached the voicemail of [your name]. Today is [date]. Please leave me a message with your name and contact information. Oh, and here’s my motivational quote of the day: [read quote].”

“Hi! You have reached [your business].  All of our staff are currently busy helping other callers. We understand how valuable your time is, and rather than keeping you on hold, we will make sure to call you back. Be sure to leave us a detailed message with your name and number. We will return your call within two business hours. Thanks!”

“Good afternoon. You have reached the office of [your name]. I will be out of the office beginning on [date] and will be returning on [date]. Please leave a brief message with your contact information, and I’ll be sure to get back to you as soon as I return on [date].  If this is an emergency or you need to speak with someone before I return, please contact [name of colleague/supervisor], [their job title], at [their phone number].”