



Sample Voicemail Greetings

Voicemail greetings provide an opportunity to manage caller expectations.

Script 1– Cell Phone Greeting

“Hello, this is _____ (name, title, company).

I am either away from my phone or I am driving, and, for safety reasons, I don’t use my phone while driving. Please leave your name, number and a brief message. I will return your call as soon as I am able. (Optional addition if you are recording a greeting to communicate with callers while you are driving: “I should be at my destination within _____ and will return your call then.” Or “I will be taking a break from driving at _____ and will return your call then.”) Thank you.”

Script 2 – Cell Phone or Work Phone Greeting

“Hello, this is _____ (name, title, company).

I am either on the phone or out of the office. If you are calling on a cell phone while driving, please hang up and call me back when you are no longer driving. Otherwise, at the sound of the tone, leave your name, number and a message. I will get back to you as soon as possible. Thank you.”