

## **Examples of Voice Mail Greetings**

Below are four examples of possible voice mail greetings that you may choose to have as your greeting.

1. You have reached the voice mailbox of \_\_\_\_\_ . I am sorry that I cannot take your call right now. If you would leave you name, number, and a brief message, I will return your call as soon as possible. If you need immediate assistance, please dial “0” and speak with the operator.
2. Hi, this is \_\_\_\_\_. I am unable to take your call at this time. Please leave a message after the tone I will return you call promptly. For immediate assistance, please dial “0” and speak to the operator. Thank you.
3. Hi, this is \_\_\_\_\_. I will be on vacation until (returning date). If this message can wait until I return please begin speaking at the tone. If this requires immediate assistance, please dial “0” and speak to the operator.