

I'm not a robot



Answering machine message

[illegible]

name] at [your company]. I'm out of the office due to an emergency and am unable to return calls until [expected return date]. If this is an urgent matter, please contact [alternate contact's phone number] or email [alternate contact's email address]. Thank you for understanding. 33. Natural disaster voicemail greeting: "Hello, you've reached [your name] at [your company]. Due to ongoing challenges related to [name of disaster], our operations are temporarily suspended, and I'm unable to take your call. For urgent matters, please contact [designated emergency contact] at [their contact information]. We're working to resume normal operations. Thank you for your patience." Hello, you've reached [your name] at [your company]. Due to ongoing challenges related to [name of disaster], our operations are temporarily suspended, and I'm unable to take your call. For urgent matters, please contact [designated emergency contact] at [their contact information]. We're working to resume normal operations. Thank you for your patience. 34. Service disruption voicemail greeting: "Thank you for calling. This is [your name] from [your company]. We're currently experiencing a system-wide technical issue and are working to resolve it as quickly as possible.If you need immediate assistance, please contact [alternarte contact] at [their phone number] or email [alternate email]. For updates, please visit our social media channels. We appreciate your patience and cooperation." Thank you for calling. This is [your name] from [your company]. We're currently experiencing a system-wide technical issue and are working to resolve it as quickly as possible. If you need immediate assistance, please contact [alternate contact] at [their phone number] or email [alternate email]. For updates, please visit our social media channels. We appreciate your patience and cooperation. 35. High call volume voicemail greeting: "Hello, thank you for calling [your name] at [your company]. We're currently experiencing high call volumes and are unable to take your call. Please leave your name and number, and we'll get back to you as soon as we can.If you have a matter that needs immediate assistance, please email our team at [emergency email]. Thank you for your patience, and have a great day." Hello, thank you for calling [your name] at [your company]. We're currently experiencing high call volumes and are unable to take your call. Please leave your name and number, and we'll get back to you as soon as we can. If you have a matter that needs immediate assistance, please email our team at [emergency email]. Thank you for your patience, and have a great day. Departmental voicemail greetings help callers easily connect with the right rep and get their questions answered faster. Here are three templates you can use: 36. Human resources voicemail greeting: "Hello, you've reached [your name] in the Human Resources department at [company name]. I'm unavailable to take your call, but I'd be happy to help with any HR-related matters. Please leave your name, contact information, and a brief message, and I'll return your call as soon as possible. For immediate assistance, feel free to contact our HR team at [alternate contact information]. Thank you, and have a great day!" Hello, you've reached [your name] in the Human Resources department at [company name]. I'm unavailable to take your call, but I'd be happy to help with any HR-related matters. Please leave your name, contact information, and a brief message, and I'll return your call as soon as possible. For immediate assistance, feel free to contact our HR team at [alternate contact information]. Thank you, and have a great day! 37. Billing and payments voicemail greeting: "Hello, you've reached the billing and payments department at [company name]. We're unavailable to take your call, but your inquiry is important. Please leave your name, contact information, and a brief message regarding your billing or payment concern. We'll get back to you as soon as possible. For immediate assistance, you can reach our team at [alternate contact information]. Thank you for choosing [company name], and we look forward to assisting you!" Hello, you've reached the billing and payments department at [company name]. We're unavailable to take your call, but your inquiry is important. Please leave your name, contact information, and a brief message regarding your billing or payment concern. We'll get back to you as soon as possible. For immediate assistance, you can reach our team at [alternate contact information]. Thank you for choosing [company name], and we look forward to assisting you! 38. Shipping and logistics voicemail greeting: "Hello, you've reached the shipping and logistics department at [company name]. Our business hours are from [business hours], Monday through Friday. We're unavailable to take your call, but please leave your name, contact information, and a brief message about your shipping or delivery inquiry, and we'll get back to you as soon as possible. For urgent assistance, please contact our team at [alternate contact information]. Thank you for choosing [company name], and we look forward to assisting you!" Hello, you've reached [your name] at [company name]. I'm sorry I missed your call — I'd love to help! Please leave your name, number, and a quick message, and I'll get back to you as soon as I can. If it's something urgent, no worries! Our support team is here to help at [support email or phone number]. Thanks so much for calling, and I can't wait to chat with you soon!" Hi there! You've reached [your name] at [company name]. I'm sorry I missed your call — I'd love to help! Please leave your name, number, and a quick message, and I'll get back to you as soon as I can. If it's something urgent, no worries! Our support team is here to help at [support email or phone number]. Thanks so much for calling, and I can't wait to chat with you soon! 40. Formal voicemail greeting: "Hello, you've reached [your name] at [business name]. I'm unavailable to take your call, but your message is important. To help me assist you better, please share your name, the reason for your call, and the best time to reach you. I'll return your call as soon as possible. If it's urgent, our team is here to help at [alternate contact information]. Thank you for choosing [business name] — we appreciate your trust in us." Hello, you've reached [your name] at [business name]. I'm unavailable to take your call, but your message is important. To help me assist you better, please share your name, the reason for your call, and the best time to reach you. I'll return your call as soon as possible. If it's urgent, our team is here to help at [alternate contact information]. Thank you for choosing [business name] — we appreciate your trust in us. 41. Funny voicemail greeting: "Hi, you've reached [your name] at [company name]. I'm currently unavailable — either because I'm on an important call, chasing my dog down the street, or finally learning how to juggle. Please leave your name, number, and reason for calling, and I'll get back to you as soon as I've finished my adventures. Thanks for calling!" Hi, you've reached [your name] at [company name]. I'm currently unavailable — either because I'm on an important call, chasing my dog down the street, or finally learning how to juggle. Please leave your name, number, and reason for calling, and I'll get back to you as soon as I've finished my adventures. Thanks for calling! Voicemail greetings for business inquiries are a great way to keep callers engaged and make sure they get the key information they need. Here are four templates to choose from: 42. General inquiry voicemail greeting: "Hi, this is [your name] at [company name]. I'm currently unavailable, but please leave your name, number, and a brief message, and I'll call you back at [date/time]. For immediate help, call [alternate contact information]. Thank you!" Hi, this is [your name] at [company name]. I'm currently unavailable, but please leave your name, number, and the product you're interested in, or email us at [email address] for more information. I'll get back to you as soon as possible." Hi, this is [your name] at [company name]. I'm currently unavailable, but please leave your name, number, and the product you're interested in, or email us at [email address] for more information. I'll get back to you as soon as possible. 44. Job application inquiry voicemail greeting: "Hi, this is [your name] at [company name]. I'm unavailable but will return your call by [specific date/time]. If your inquiry about a job application is urgent, please email [email address] or call [alternate contact number]. Otherwise, leave your name, contact information, and a brief message. Thank you!" Hi, this is [your name] at [company name]. I'm unavailable but will return your call by [specific date/time]. If your inquiry about a job application is urgent, please email [email address] or call [alternate contact number]. Otherwise, leave your name, contact information, and a brief message. Thank you! 45. Partnership or collaboration inquiries voicemail greeting: "Hi, this is [your name] at [company name]. I'm unavailable but will respond to partnership or collaboration inquiries by [specific date/time]. Please leave your name, company, and details, or email me at [email address]. For urgent matters, call [alternate contact number]. Thank you! Once you've chosen a voicemail script from our list of examples, you're ready to record your greeting. The voicemail recording process depends on your business phone number provider. With OpenPhone, you can record a professional voicemail in seconds. Here's how: Voicemail greetings are just one of the many business phone features available on OpenPhone,— a modern business phone system designed for small businesses and startups. With OpenPhone, you can: Want to learn more about what else is possible with OpenPhone? Get started for free with our seven-day free trial. Why have a custom voicemail greeting? Customized business phone greetings can set your company apart in an ocean of monotony. A good voicemail greeting can help you attract new customers and give them a sense of when they can expect to hear back from you. Are voicemail greetings different for small and large businesses? Yes, small businesses often use voicemail greetings to create a personal connection, which can include mentioning the owner's name or ties to the local community. Larger businesses usually record formal greetings since they need to handle more calls and easily route people to the right department or rep. That said, either type of business can choose a friendly or formal tone, depending on what works best for its customers. What are some example CTAs (calls to action) to include in my voicemail greeting? Adding a clear CTA makes it easy for customers to know what to do next. Here are a few examples:- "Please leave your name and number, and we'll call you back as soon as we can." - "For urgent questions, email us at [email address]." - "Let us know the best time to reach you, and we'll follow up soon." Should I use humor in my voicemail greeting? If your business is known for being playful or creative, using humor in your voicemail greeting can feel natural and help build a connection. But if you're in a more formal industry like healthcare, it's best to stick with a straightforward, polite greeting. What are the benefits of using custom answering machine messages? Custom voicemail greetings remain an important touchpoint for your customers' experience. Here's why they matter:1. Make a good first impression: Voicemail greetings can be a potential customer's first interaction with your business. A professional greeting gives them a positive impression and personal touch and shows them you pay attention to important details. 2. Address customer needs faster: Use customized voicemails to route customers to the right rep or direct them to self-serve resources like your help center. Customers won't have to wait, and you can solve their problems quickly. 3. Provide context in emergencies: In an emergency, voicemail greetings provide important information to your customers so they know you're dealing with an urgent situation.