

Formal Scripts for Different Scenarios

Calling in Sick

📞 Caller: Hello [Manager's Name], this is [Your Name]. I wanted to let you know that I'm not feeling well today and won't be able to come to work. I apologize for the short notice. Please let me know if you need any additional information. Thank you.

Running Late

📞 Caller: Hello [Manager's Name], this is [Your Name]. I wanted to let you know that my alarm didn't go off, and I am running late. I expect to be at work in about 15 minutes. I apologize for the delay and will make sure to get there as soon as possible.

Requesting a Day Off

📞 Caller: Hello [Supervisor's Name], this is [Your Name]. I wanted to ask about the process for requesting a day off. I would like to take off on [Date] if possible. Could you let me know what steps I need to follow? Thank you.

Scheduling an Interview

📞 Caller: Hello, my name is [Your Name], and I recently applied for the [Job Title] position at [Company Name]. I'm calling to see if we could schedule an interview. I am available on [Provide a couple of date and time options]. Please let me know what works best. Thank you!

Confirming Your Work Schedule

📞 Caller: Hello [Manager's Name], this is [Your Name]. I just wanted to check my schedule for this week. Could you confirm if I am scheduled to work tomorrow? Thank you!

Asking a Co-Worker to Cover a Shift

📞 Caller: Hey [Co-Worker's Name], this is [Your Name]. I hope you're doing well. I wanted to see if you might be able to cover my shift on [Date] since something came up. Let me know if that works for you, and I'd be happy to swap shifts or return the favor in the future. Thanks!

Following Up on a Job Application

📞 Caller: Hello, my name is [Your Name], and I recently submitted an application for the [Job Title] position at [Company Name]. I wanted to follow up to see if there are any updates regarding my application status. I'm very interested in the opportunity and would appreciate any information you can share. Thank you for your time!

Simpler Scripts:

Calling in Sick

📞 Caller: Hi [Manager's Name], this is [Your Name]. I'm not feeling well today, so I won't be able to come to work. I'm sorry for the short notice. Please let me know if you need anything from me. Thanks.

Running Late

📞 Caller: Hi [Manager's Name], this is [Your Name]. I just wanted to let you know I'm running late. I should be there in about 15 minutes. I'm sorry for the delay!

Requesting a Day Off

📞 Caller: Hi [Supervisor's Name], this is [Your Name]. I need to take a day off on [Date]. What do I need to do to request it? Thanks!

Scheduling an Interview

📞 Caller: Hi, my name is [Your Name]. I applied for the [Job Title] job at [Company Name]. I'd like to set up an interview. I'm available on [Give a couple of dates/times]. Does that work for you? Thanks!

Confirming Your Work Schedule

📞 Caller: Hi [Manager's Name], this is [Your Name]. I want to check if I'm scheduled to work tomorrow. Can you let me know? Thanks!

Asking a Co-Worker to Cover a Shift

📞 Caller: Hey [Co-Worker's Name], this is [Your Name]. I need someone to cover my shift on [Date]. Can you do it? Let me know. Thanks!

Following Up on a Job Application

📞 Caller: Hi, my name is [Your Name]. I applied for the [Job Title] job at [Company Name] a couple of weeks ago. I wanted to check if there are any updates. Let me know when you can. Thanks!