Setting Up a Voicemail Script

Below are sample voicemail greetings that are clear, polite, and professional. Here are some tips for recording your voicemail:

- Speak clearly and slowly
- Smile while talking (it makes your voice sound warmer!)
- Make sure you are in a quiet place so there's no background noise

Example 1:

"Hey, this is [Your Name]. I'm currently unavailable, but please leave a message with your name and number, and I'll get back to you as soon as I can. Thanks!"

Example 2:

"Hi, you've reached [Your Name]. I'm not available to take your call right now, but please leave your name, number, and a brief message, and I'll get back to you as soon as I can. Thanks, and have a great day!"

Example 3 (write your own):

1.

2.

3.

4.

5.