

# Business Voicemail Greeting Templates

A strong business voicemail greeting hooks your caller and encourages them to leave a message detailing the reason for their call. It's an essential part of the customer experience for any business with **VoIP phones** — it plays a part in shaping the caller's perception of your business.

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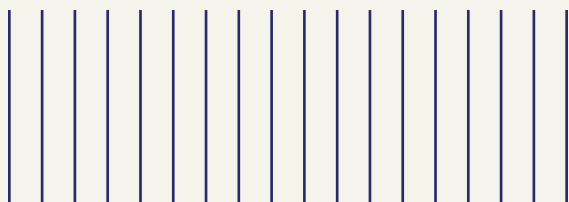
### HOW TO USE THESE TEMPLATES

Use these 17 business voicemail greeting scripts and tips as inspiration. Replace the copy in the [brackets] with your information to craft your own personalized message.





**Greetings for  
small businesses**



## 1. Standard business hours voicemail

“Hello, you’ve reached [Business Name]. Our office is currently open from [opening time] to [closing time], Monday through Friday. Please leave your name, number, and a brief message, and we’ll return your call during business hours. Thank you!”

This greeting has classic appeal because it gets right to the chase: It lets callers know when you’re around to chat and avoids any unnecessary details. That way, they can catch you during business hours for immediate assistance.

## 2. After-hours contact

“Thank you for calling [Business Name]. Our office is currently closed. Please leave your name, number, and a detailed message, and we’ll get back to you on the next business day. Thank you.”

When you’ve gone home for the day, this message makes it clear to callers that their issue matters. Then, it gives them a timeframe for when they can reach you or when you’ll get back to them. **Interactive voice response (IVR)** is a feature of many VoIP phones that guides callers to the right destination with preset menu options — ideal for important after-hours calls.

## 3. Temporary closure

“Hello, you’ve reached [Business Name]. We are currently closed for [reason for closure], but we’ll be back in operation on [reopening date]. Please leave your name, number, and a message, and we’ll get back to you once we reopen. Thank you for understanding.”

Your callers might be a little more patient if they know when they can expect you to return. If you’re on lunch, running to the doctor, or taking the kids to practice, this message informs callers when you’ll be back and ready to help.



## 4. Special promotion

“Hi, thanks for calling [Business Name]. Don’t miss out on our special promotion: [promotion details]. Leave your name, number, and a brief message, and we’ll get back to you with all the exciting details. Have a great day!”

Got a hot deal and need to tell people about it? Add a quick mention via voicemail greeting that invites callers to learn more. You may even see a boost in sales or engagement if you follow up messages with a **customer service email** detailing the promotion in-depth.

## 5. Holiday closure

“Thank you for calling [Business Name]. Our office is currently closed for [Holiday] and will reopen on [reopening date]. Please leave your name, number, and message; we’ll return your call when we’re back. Thank you!”

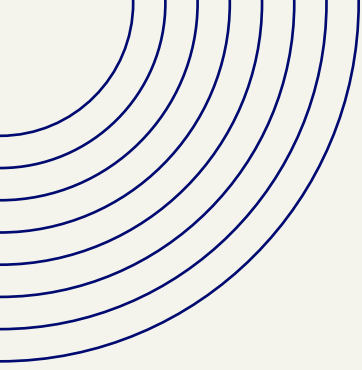
Clarity in a voicemail greeting includes clear expectations for the caller. When you’re closed for a holiday, you should let your customers know and give them an alternative contact method. That goes for all holidays, not just bank holidays!

## 6. Technical support

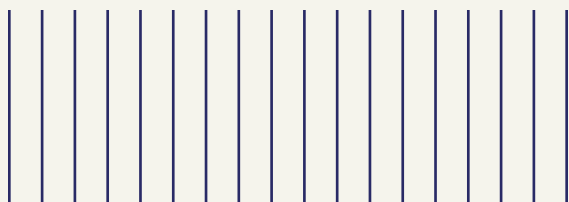
“Thank you for contacting [Business Name]’s technical support line. Please leave your name, number, and a detailed description of the issue you are experiencing, and one of our team members will get back to you shortly. Thanks for your patience.”

When tech troubles strike, this greeting guides callers on how to get help fast, ensuring prompt issue resolution. However, most callers probably don’t want to hear a voicemail greeting when they’re having tech issues. This is when a self-service resource or a help center with an **intelligent virtual agent** can help answer basic technical questions.





**Short voicemail  
greetings**



## 7. General inquiry

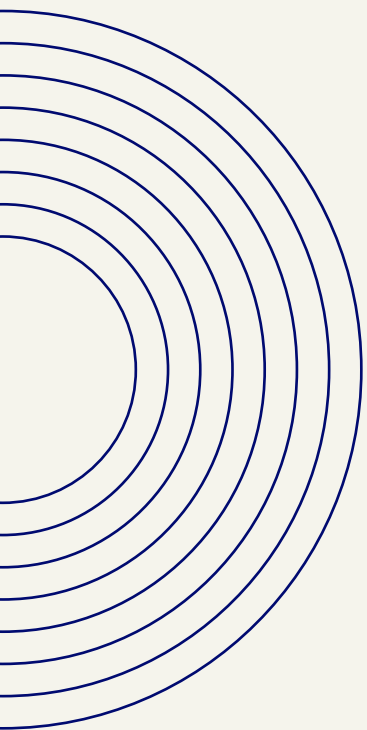
**“Thanks for contacting [Business Name]. Please leave your name, number, and a message after the beep. We check our voicemail hourly and will get back to you shortly. Have a great day!”**

Get right to it and encourage your customers to leave a message. That way, they know you will address their issue quickly, and they can go on with their day.

## 8. Product information request

**“Hi! Thanks for calling [Business Name]. Interested in our products? Leave a name and callback number, and we’ll return with more info.”**

When your callers are interested in details on your offerings, let them know when they’ll know more. You can delve into light details here, but keep it brief — a product category or name to direct users can suffice.



## 9. Job application inquiry

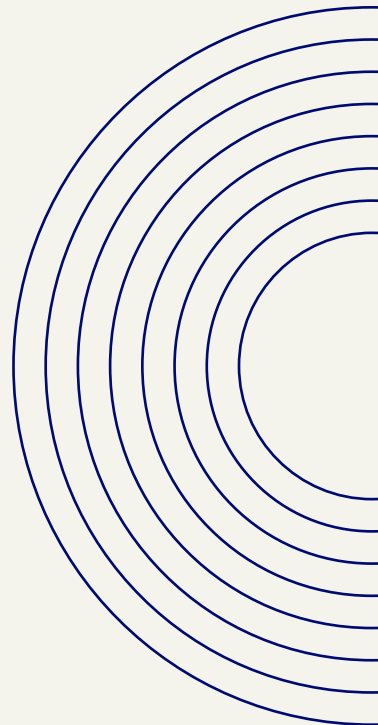
**“Hello! If you’re interested in joining our team at [Business Name], you can find out more at [your website URL] or leave your name, number, and a brief message about why you’re interested. Thanks!”**

If callers are wondering about your employment opportunities, don’t take too much personal information over the phone. Instead, direct them to where they can apply or ask for a brief description of their interests.

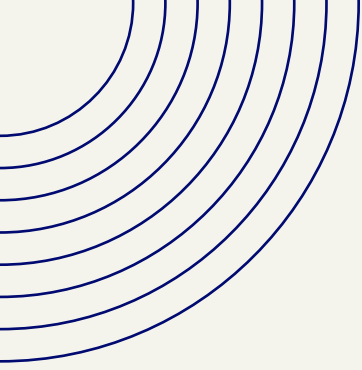
## 10. Partnership or collaboration inquiries

**“Hi! Please leave your name, number, and a brief message for partnership inquiries, and we’ll explore the possibilities together soon. Thanks!”**

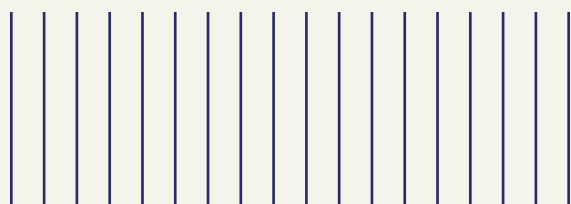
No matter how large or small your business is, partnerships and collaborations can create mutually beneficial relationships. If you have a voicemail for partnership inquiries, set clear expectations as to whether the caller will receive a follow-up.







**Customer service  
greetings**



## 11. Friendly greeting

“Hello, and thank you for calling [Business Name]. Your call is important to us, and we’re eager to assist you. Please leave your name, phone number, and a brief message, and we’ll get back to you as soon as we can. Have a wonderful day!”

This script conveys warmth and eagerness to assist, making your callers feel valued. It sets a positive tone and keeps customers confident that they’ll be heard.

## 12. Personalized greeting

“Hi there! You’ve reached [Your Name] at [Business Name]. How can I assist you today? Please leave me a message with your name, phone number, and the reason for your call, and I’ll get back to you shortly. Thanks for calling!”

Personalization is a top **customer service tip** to let your customers know their needs are at the top of your list. By offering a personalized touch, this template makes customers feel like they’re speaking directly with a dedicated representative.

## 13. Professional greeting

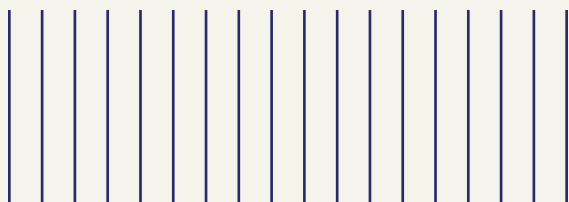
“Thank you for contacting [Business Name]. Your satisfaction is important to us. Please leave a message with your name, phone number, and a brief reason for calling. We’ll return your call as soon as possible. Have a good day.”

If your **brand reputation** hinges on being a professional, authoritative source for your customers, pick a good voicemail greeting that exudes confidence and professionalism. This one sets clear expectations and uses formal but unfussy language.





**Departmental  
voicemail messages**



## 14. Sales department greeting

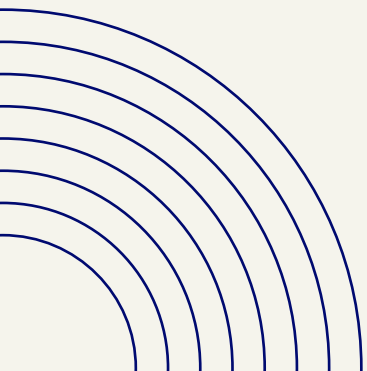
**“Hello, and thank you for considering [Business Name]. We’re excited to help you find the perfect solution for [your customer’s potential needs]. Please leave your name and phone number, and note any questions or specific requirements you have. One of our dedicated sales representatives will get back to you promptly. We look forward to helping you achieve your goals!”**

This template gives off lots of enthusiasm, which can show prospective customers that your team is eager about your products and services. This can also make them feel valued and more likely to engage with you.

## 15. Human resources greeting

**“Thank you for contacting the Human Resources department at [Business Name]. We value your interest in career opportunities with us. Please leave your name, contact information, and a brief message, including the position you’re interested in or the nature of your call, and we’ll respond as soon as we can. We look forward to the possibility of welcoming you aboard our team.”**

To any inquiring minds, your human resources greeting should project a professional image showcasing your commitment to top-notch services for current and potential employees.



## 16. Billing and payments voicemail

“You’ve reached the Billing and Payments department at [Business Name]. Your call is important to us. Please leave your name, account number, and a detailed message about your billing or payment question. Thank you for choosing [Business Name], and have a great day.”

Handling billing questions is no simple task — you might face **difficult customers** who are angry, upset, or confused when calling with payment-related questions. Offer a helpful tone and be clear and precise to reduce frustration. Most importantly, follow through with their call to show a commitment to customer service.

## 17. Shipping and logistics message

“Hello, and thank you for contacting the Shipping and Logistics department at [Business Name]. Please leave your name and phone number, as well as your order number and tracking number, if you’re calling about an existing shipment. We’ll get back to you soon. Thank you.”

Shipping is a source of headaches for many customers and businesses alike. Calm the storm with an inviting voicemail script that asks for specific information to help you process and resolve inquiries quickly.

