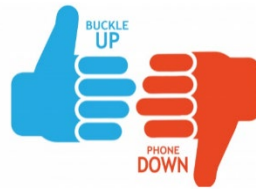


[Your Company Logo]



Sample Voicemail Greeting

Voicemail greetings provide an opportunity to manage caller expectations.

Cell Phone Greeting

“Hello, this is _____ (name, title, company).

I am either away from my phone or I am driving, and, for safety reasons, I don’t use my phone while driving. Please leave your name, number and a brief message. I will return your call as soon as I am able.

(Optional addition if you are recording a greeting to communicate with callers while you are driving: “I should be at my destination within _____ and will return your call then.” Or “I will be taking a break from driving at _____ and will return your call then.”)

Thank you.”

Includes material from the National Safety Council