Sample Voice Mail Greetings

Suggested Scripts for Employees

The following voice mail greetings can be offered to employees to record as their standard voice mail greeting. The messages intend to help build and support a new social norm among colleagues, family and friends that using cell phones while driving is unacceptable. Script 1 can be used as a cell phone voice mail greeting. Script 2 can be used as both an office phone and cell phone greeting.

Script 1 – Cell Phone Greeting

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

I am either away from my phone or I may be 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.")

Thanks so much."

Script 2 – Cell Phone or Work Phone Greeting

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

I am either on the phone or out of the office.

If you are calling on a cell phone while driving, please hang up and call me back when you are no longer driving.

Otherwise, at the sound of the tone, leave your name, number and a message. I will get back to you as soon as possible. Thank you."

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