**Professional Voicemail Greetings**

Hello, you have reached Bob's voicemail, I am not available at the present moment, but if you leave your name, number and a short message I'll be sure to get back to you as soon as possible.

Hello, you've reached Bob, I'm currently not in the office, please leave your name and number and I'll make sure to return your call within one business day.

Hi, you've reached Bob of Acme Corp. I'm sorry I not available to answer your call at the present time. Please leave your name, number and a quick message at the tone and I'll forward your message to the appropriate person.

Hi this is Bob, I'm either away from my desk or on the phone, please leave your name and number along with a short message and I'll be sure to get back to you.

Hello, you have reached the office of Bob; I will be out of my office starting on Tuesday, October 18th and will be returning on Monday, October 24th. You can call me when I return or leave a brief message. If this is an emergency I can be reached on my cell, which is 222-222-2222.

Hi, you've reached the desk of Bob. Please leave your name, number and a brief message and I'll return your call as soon as possible.

Hello you have reached the voicemail of Bob. I am away from my desk right now, please leave your name and number and I will be happy to return your call.

The person your are trying to call is not available, Please leave a message after the beep.

Hi, this is Bob of Acme Corp. I'm currently unable to take your call. Please leave your name, phone number, and a brief message, and I will contact you as soon as possible. Thanks.

You have reached the office of Bob. I’m presently out of the office or away from my desk. If you will leave your name and number I will return your call as soon as I return. Thank you.