BethelUniversity

Out of Office Message Guide

General Voicemail Message

[Voicemail]

Thank you for calling Bethel University. You have reached the desk of (Name) (Title) with (Name of College). Please leave your name, number and a brief message regarding the reason for your call and I will return your call as soon as I can. If you would like immediate assistance, please call (Phone Number). Again, thank you for calling Bethel University.

Holiday/Administrative Closing

[Voicemail]

Bethel University's College of (Name of College) will be closed on (Day), (Date) in observance of (Holiday). The office will re-open on (Day), (Date). I will return phone calls at that time. Please leave a message at the tone.

[Email]

Thank you for your email. Bethel University's College of (Name of College) will be closed on (Day), (Date) in observance of (Holiday). The office will re-open on (Day), (Date). I will respond to your email upon returning to the office on (Day).

Personal Day/Vacation Day/Sick Day

[Voicemail]

You have reached (Name), (Title) at Bethel University's College of (Name of College). I will be out of the office on (Day), (Date) and will return on (Day), (Date). I will return all calls upon my return; however, if you need immediate assistance please call (Designee's Name) at (Phone Number). Otherwise, please leave a message at the tone.

[Email]

Thank you for your email. I will be out of the office on (Day), (Date) and will return on (Day), (Date)⁻ I will respond to your email upon my return. If you need immediate assistance, please call (Designee's Name) at (Phone Number).

NOTE: The above message(s) provides a basic template for all employees. Please check with your Supervisor as to whether it should be further tailored to your department/position. Also, please do not provide personal details relating to the nature of your absence in messages. (i.e. Doctor's appointment, jury duty, home sick, visiting a loved one)