

Sample Voice Mail Greetings

- This is (your name), Bureau of Land Management, (*field office/station or division/branch*). It is the week of October 1. I will be in the office all week. I am either on the phone or momentarily away from my desk. Please leave a message, and I will return your call as soon as possible. If you need immediate assistance, please dial 0 for an attendant now. Thank you.

- This is (your name), Dillon Field Office. It is Wednesday, November 21. I will be out of the office today. Please leave a message and I will get back to you or you may contact (name of your acting or backup) at (phone #). If you need immediate assistance, please press 0 for an attendant now. Thanks you.

- This is (your name), Butte Field Office. It is the week of October 23. I will be out of the office this week. If you need immediate assistance, please press 0 for an attendant now or you may leave a message and I will get back to you when I return October 30. Thank you.

- This is (your name) at the BLM Montana State Office. It is the week of October 16. I will be in Monday, Wednesday, and Friday morning. Please leave a message and I will get back to you, or you may contact (name of your acting or backup) by dialing (extension/telephone number). If you would like to speak to an attendant, please press 0 now. Thank you.