

## **Guidelines for Email Signatures**

These guidelines are intended to promote a professional, businesslike image in all Eugene School District 4J employee email communications.

Email signatures should include your name, the school or department to which you are assigned, the name of the school district, email address and telephone number. You may also include your job title as reflected in official district records. To use a working title instead of your official job title, you must obtain written permission from a Human Resources administrator.

Email signatures should be in black text in an easily accessible font. The district name is Eugene School District 4J with the words in that order and the J in 4J capitalized.

Email signatures should not include colored text, complicated fonts, images, clip art, background, any personal quotes, slogans, legal disclaimers, or a job title other than your official job title.

### **Format Order:**

Your name  
Your official title (optional)| School or Department  
Eugene School District 4J  
Email address | Office Phone  
Fax (optional)

### **Sample Employee Signature:**

Jane Doe  
Teacher, Ace Elementary School  
Eugene School District 4J  
doe\_jane@4j.lane.edu | 541-790-XXXX