

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