

Our Email Signatures

Emails are a vital part of our daily communications. The following example will help you to set up the correct email signature. All staff must include an email signature in their email account, which should always include a contactable work number.

Please do not include famous quotes, personal social media identifiers or charity adverts within your email.

You can copy and paste the email signature below into the signature area of your email account substituting your own details for those shown in the example.

John Smith

Administrative Assistant

Internal Records Department

Mob: 07856 236 456

Email: john.smith@nhs.scot

Web: www.scottishambulance.com

We would recommend that you add in your pronoun here e.g. My pronouns are: he/him/his or My pronouns are: she/her/hers and they/them/theirs.



Fonts used:

Name = 12pt Arial Bold

Details = 12pt Arial Regular