Email Signature Template

8/24/2021

# About

The below formatted samples may be used to copy and paste into your email signature blocks. You may use either style, the full image-branded signature block or the minimalist signature block. See related policy, [LP11.3 Email Signature and Brand](https://www.lander.edu/sites/default/files/Documents/About/Leadership/Policies/LP%2011_3%20Email%20Signature%20and%20Brand%20Approved.pdf)[[1]](#footnote-1) for more details.

# Full image-branded signature block

**Jane R. Smith**

Career Services

Carnell Learning Center, LC900 | CPO Box 6001

320 Stanley Ave, Greenwood, SC 29649

**Office:** (864) 388-9900 | **Fax:** (864) 388-9901

**Mobile:** (555) 941-0001

jsmith99@lander.edu | [Career Services](https://www.lander.edu/careerservices)

    

# Minimalist signature block

**Firstname Lastname**, Title
Lander University | Department | 864-388-XXXX | lander.edu

1. LP11.3 - Email Signature and Brand policy: [https://www.lander.edu/sites/default/files/Documents/About/Leadership/Policies/LP 11\_3 Email Signature and Brand Approved.pdf](https://www.lander.edu/sites/default/files/Documents/About/Leadership/Policies/LP%2011_3%20Email%20Signature%20and%20Brand%20Approved.pdf) [↑](#footnote-ref-1)