

Good morning, everyone.

Today, we are going to talk about refining our business email signature rules. The goal is simple: to ensure that our emails represent our brand professionally while providing necessary contact information.

First, we want to keep our email signatures concise, ideally no more than four lines. This includes your name, position, company name, and contact information.

Second, avoid using excessive colors or fonts. Stick to our company-approved font and colors to maintain brand consistency.

Third, include only essential information. This means no personal quotes or images that can clutter the signature.

Finally, ensure that any contact details like phone numbers and email addresses are kept up to date.

By following these streamlined rules, we'll enhance our professional appearance and ensure clear communication.

Thank you for your attention. If you have any questions or suggestions, feel free to share.