



Staff Email Signature Format And Instructions

Most recent update: 09 June 2026

- 1 For instructions on changing your email signature, visit [Change an email signature - Microsoft Support](#)
- 2 Skills and Employment email signature format
 Font: Calibri
 Size: 12 pt.
 Colour #342E43 (see below)

For accessibility reasons **do not use italics or fonts that are difficult to read.**

- 3 Format your signature using the following style:

Details	Format
Your name (bold)	Ann Other
Your job title (normal text)	Employment Support Officer
Team name (optional)	Connect To Work
Our service name (normal text)	Skills and Employment Service
Council name (bold)	Cheshire West and Chester Council
Write the word Telephone in full; Use the 5-digit space 6-digit number format (apart from 0151 numbers)	Telephone: 07990 123456 Email: ann.other@cheshirewestandchester.gov.uk Visit: www.cheshirewestandchester.gov.uk

- 4 Logos

Logos increase the file size of emails. Use a maximum of two logos (one of which should be the Skills and Employment logo) and ensure they are kept small in size. Please copy and paste from the images below.

- 5 Personalisation

Ensure your details are displayed as above. If you wish, you can add a personal line before the signature details, with just your name in a different font or colour.

- 6 Promotional text

Add any messages and links after the signature, above logos.



Annie

Ann Other

Employment Support Officer

Connect To Work

Skills and Employment Service

Cheshire West and Chester Council



Telephone:

07990 123456

Email:

ann.other@cheshirewestandchester.gov.uk

Visit:

www.cheshirewestandchester.gov.uk

Connect To Work:

Refer customers using the online [Expression of Interest form](#)

Resources:

Visit our [Resources](#) page for all Skills and Employment policies, procedures and paperwork, including our [Prospectus](#)



Skills and Employment Service

Ann Other

Employment Support Officer

Connect To Work

Skills and Employment Service

Cheshire West and Chester Council

Telephone: 07990123456

Email: ann.other@cheshirewestandchester.gov.uk

Visit: www.cheshirewestandchester.gov.uk



Skills and Employment Service

CONNECT TO WORK

Funded by UK Government



Cheshire West and Chester

Connect To Work: Refer customers using the online [Expression of Interest form](#)

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EMPLOYER RECOGNITION SCHEME

GOLD AWARD 2023

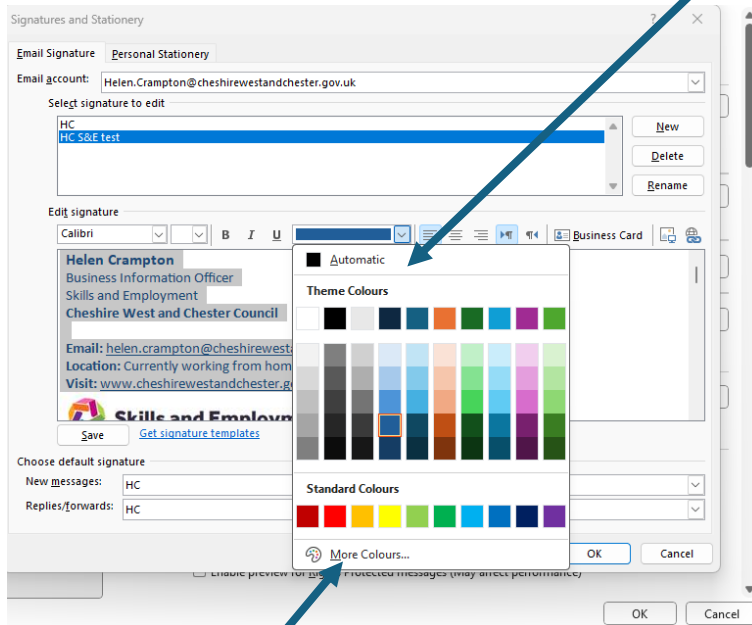
Proudly supporting those who serve.



To change the colour of your email signature

In Outlook click File > Options > Mail > Signatures

Select the text in your signature and click the dropdown arrow on the colour selection area

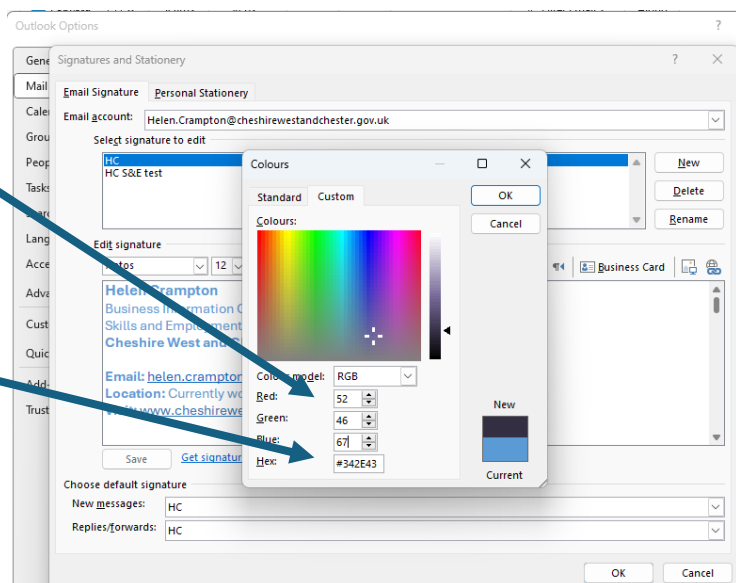


Click on More Colours...

Click into each of the three colour names and add the following values:

- Red 52
- Green 46
- Blue 67

Alternatively click into the Hex box and enter #342E43



Click OK and you're done!



PLEASE DO NOT RESIZE OR STRETCH LOGOS

USE NO MORE THAN TWO



**Skills and
Employment
Service**



Skills and Employment Service



**Skills and
Employment
Hubs**



Skills and Employment Hubs



**Skills and
Employment
Outreach**



Skills and Employment Outreach



**Skills and Employment
Hub Chester**



**Skills and Employment
Hub Ellesmere Port**



**Skills and Employment
Hub Northwich**



**Skills and Employment
Hub Winsford**



**Skills and Employment Service
Adult Learning and Training**



**Skills and Employment Service
Defining Futures**



**Skills and Employment Service
Employment Advisors
in Talking Therapies**



**Skills and Employment Service
Fresh Start**



**Skills and Employment Service
Independent Travel Training**



**Skills and Employment Service
New Ground**



**Connect
to Work**
Cheshire & Warrington

CONNECT TO WORK

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