



Date Issued:
05/26/2022

E-Mail Signature & E-Mail Out of Office Reply Policy

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Issued By: Andy Bowman, Assistant Township Manager *ewsB*

Revised: N/A

Intent

To standardize and brand our professional e-mail correspondence and to provide consistent messaging. To provide standard out-of-office e-mail responses for when we are not in the office or available to respond to e-mails within a reasonable amount of time.

Policy

I. E-Mail Signature Options

The following signature options are available as an e-mail signature for new correspondence, e-mail replies and e-mail forwards. All font is Calibri, first line size 12 with **Name in Bold**, all subsequent lines are Calibri 11. The main Township Website hyperlink is to be added to all email signatures. You can add your specific department Website hyperlink above the Township site if you choose.

Options are as follows:

Option #1 Minimum Information

Frank Rizzo | Assistant Township Manager

Manheim Township - 1840 Municipal Drive, Lancaster, PA 17601

(717) 569-6408 ext. 9999

www.manheimtownship.org

Option #2 Department Specific Website added above Twp Website

Carl Spackler | PGA Director of Golf

Overlook Golf Course

Manheim Township – 2040 Lititz Pike, Lancaster, PA 17601

(717) 569-9551

www.overlookgolfcourse.com

www.manheimtownship.org

Option #3 Social Media Hyperlinks

Added to bottom of signature

These specific gray logos are to be used

If social media links desired – one or more

Can be added but in this format

Sergio Leone | Communications Specialist

Manheim Township - 1840 Municipal Dr, Lancaster, PA 17601

(717) 569-6406 ext. 8888

www.manheimtownship.org

Follow Manheim Township:



II. Automatic Out of Office E-mail Replies

Automatic E-mail replies are to be setup for the specific date or date range of planned employee time off. Both “Inside” and “Outside” Organization replies are to be setup for planned time off. The content of out of office replies is to include the date range of time off, a name and e-mail address of an alternate contact.

Example

I am currently out of the office. I will reply to your e-mail upon my return to the office on Tuesday, May 31st. If you need immediate assistance, please contact Jane Doe at jdoe@manheimtownship.org.