

State of Iowa

EMAIL SIGNATURE BLOCK POLICY FOR EXECUTIVE BRANCH EMPLOYEES

Effective December 1, 2023

Email signature blocks are an important and visible component of the State of Iowa's communication with the public, stakeholders, and other governments. Consistency and professionalism are necessary for this high-profile communication, which reflects upon all state employees.

In an effort to make signature blocks uniform and as concise as possible, a standard has been established for all state employees that includes mandatory fields to appropriately identify an individual's role, as well as some optional fields if applicable.

Additional content, including quotes, videos, photos, other logos, social media links, and other information not included in the standard template shall not be used.

The state employee email signature block uses the font "Arial" which is a standard font readily available for Office and Google users. The template is provided below:

First Name Last Name, Professional Credentials (if applicable, and if relevant to your role)

Job Title

Division, Bureau, or Unit Name (if applicable, include only one level)

Department Name

Address (department headquarters or regional location)

515-555-5555 main line or individual office (if applicable)

515-555-5555 mobile (state mobile phone number is required if no office line exists)

515-555-5555 fax (if applicable)

Email address

Link to primary department website

Link to secondary department website (if applicable and approved by director)

Iowa New Logo with Department Name (place logo file here)

Include department-specific disclaimer, if applicable.