Email Signatures & Auto-Responders  
Guidelines and Templates GTHR Staff

Standardized email signatures offer an opportunity to uphold our visual identity in both internal and external communications. Consistent email signatures deliver a visually coherent look across GTHR and increase perceptions of visibility and access.

Additionally, out-of-office messages can help support our customer service brand. When disconnecting from work email for an extended period (during time off, an all-day event, or even if it’s just a busy time in your department) using an auto-reply can create a positive and helpful experience with all of our customers.

Things to Include in Your Email Signature

<table>
<thead>
<tr>
<th>Required elements for GTHR</th>
<th>Optional elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Your full name</td>
<td>• Personal pronouns, credentials</td>
</tr>
<tr>
<td>• Job title</td>
<td>• Fax number (if applicable)</td>
</tr>
<tr>
<td>• Department or unit name</td>
<td>• Email address</td>
</tr>
<tr>
<td>• Georgia Institute of Technology</td>
<td>• Cell phone number</td>
</tr>
<tr>
<td>• Best phone number</td>
<td>• Georgia Tech website address</td>
</tr>
<tr>
<td>• GTHR/Unit website address (without “<a href="http://www%E2%80%9D">http://www”</a>)</td>
<td>• Postal mailing address</td>
</tr>
</tbody>
</table>

If you want to include something not listed here, connect with the GTHR Comms team to ensure brand consistency.

How to Change Your Email Signature

Instructions for how to change your email signature can be found at [Microsoft Outlook](#). For added convenience, the GTHR Communications team is here to assist. If you need one-on-one help, complete the [GTHR Communications Intake Form](#) and someone will connect with you in 2 business days.
Email Signature Options

Here are several options you can use for your GTHR email signature. Using the instructions above, copy and paste your preferred signature into Outlook and then update the text with your unique contact information.

Key things to note:
- The chosen font is Roboto. This is Georgia Tech’s primary typeface and should be used in emails.
- We no longer use “Office of Human Resources” or “OHR”. Only use “Georgia Tech Human Resources” or “GTHR”.
- An average of 50% of emails are opened on mobile devices. To that end, the following options were created to be mobile-friendly.

Email Sig Option 1 - GTHR logo (most common)

Dwight Schrute (he/him)
Manager
Georgia Tech Human Resources (GTHR)
Georgia Institute of Technology
Cell (404) 123-1334 | Phone (404) 123-4567
dwight.schrute@hr.gatech.edu | hr.gatech.edu

Email Sig Option 2 - Georgia Tech logo

Toby Flenderson, SHRM-SCP
Chief Human Resources Officer
Georgia Tech Human Resources (GTHR)
Georgia Institute of Technology
Cell (404) 123-4567
Phone (404) 123-4567
toby.flenderson@hr.gatech.edu | hr.gatech.edu
Email Sig Option 3 - Georgia Tech logo

Holly Flax
Human Resources Business Partner
Georgia Tech Human Resources (GTHR)
Georgia Institute of Technology
Cell (404) 123-6554 | Phone (404) 123-4567
holly.flax@hr.gatech.edu | hr.gatech.edu

Email Sig Option 4 – No logo

Pam Beesly
Onboarding Specialist | Georgia Tech Human Resources (GTHR)
Georgia Institute of Technology
Phone (404) 345-1234 | Cell (404) 555-1234 | Fax (404) 384-1212
pbeesly@gatech.edu | hr.gatech.edu | gatech.edu
Out-of-Office Email Auto-Responder Message Options

Instructions on how to send out an automatic reply can be found at support.microsoft.com. Here are several options you can use for your out-of-office autoreply. Copy and paste and then update the text with your unique contact information.

The message can vary, but must include the following three pieces of information:

- The dates you’ll be gone,
- A succinct, high-level reason for your absence, and most importantly, and
- point(s) of contact for further assistance in case the matter is urgent; if you have multiple points of contact, identify who should be contacted for a particular matter.

Option 1
[Your personal greeting],

Thank you for your email. I am currently out of the office until [return date] for [reason]. I will be happy to reply to your message when I return.

If you need assistance in the meantime, please contact [name of colleague + their job title] at [email, phone, etc.].

Note: Georgia Tech employees may find answers to HR questions by visiting the Georgia Tech Service Portal at services.gatech.edu. In the portal, you can access knowledge materials, submit requests, and report incidents directly.

[Your personal closing and signature]

Option 2
[Your personal greeting],

I will be away from the office until [return date] for [reason] with no access to email. If your request is urgent, please contact [name of colleague + their job title] for assistance at [email, phone, etc.]. Otherwise, I’ll get back to you as quickly as possible when I return.

Note: Georgia Tech employees may find answers to HR questions by visiting the Georgia Tech Service Portal at services.gatech.edu. In the portal, you can access knowledge materials, submit requests, and report incidents directly.

[Your personal closing and signature]

Option 3
[Your personal greeting],

Thanks for your message! Unfortunately, I’m away from the office for [reason] and won’t be back until [return date]. I’ll be happy to respond to your message when I return, but if you need
urgent assistance, feel free to contact [name of colleague + their job title] at [email, phone, etc.].

Note: Georgia Tech employees may find answers to HR questions by visiting the Georgia Tech Service Portal at services.gatech.edu. In the portal, you can access knowledge materials, submit requests, and report incidents directly.

Thanks again, and sorry for any inconvenience!

[Your personal closing and signature]