PennWest University Email Signature

Option 1 - Long Format – Logo

**First Last Name**

Title

Department

PennWest University

Building Name | Address | City, State 12345

Office: 123-456-7890

Mobile: 814-000-0000

name@pennwest.edu

­­­

The content of this email is confidential and intended only for the recipient(s) specified. If you received this message by mistake, please reply so the sender can correct the error, and then delete this email immediately. Do NOT forward it to a third party without the written consent of the sender. Pennsylvania Western University is a public agency; consequently, this email may be subject to disclosure under the commonwealth’s Right-to-Know Law.

Option 2 - Long Text Format

**First Last Name**

Title

Department

Pennsylvania Western University

Building Name | Address | City, State 12345­­

Office: 123-456-7890

Mobile: 814-000-0000

name@pennwest.edu

[**PennWest.edu**](https://www.pennwest.edu/)

Option 3 - Short Text Format

**First Last Name**

Title

Pennsylvania Western University

123-456-7890 | name@pennwest.edu

[**PennWest.edu**](https://www.pennwest.edu/)

Option 4 - Long Format – Logo – Social Media

**First Last Name**

Title

Department

PennWest University

Building Name | Address | City, State 12345

Office: 123-456-7890

Mobile: 814-000-0000

name@pennwest.edu



    

The content of this email is confidential and intended only for the recipient(s) specified. If you received this message by mistake, please reply so the sender can correct the error, and then delete this email immediately. Do NOT forward it to a third party without the written consent of the sender. Pennsylvania Western University is a public agency; consequently, this email may be subject to disclosure under the commonwealth’s Right-to-Know Law.

*Please note: Example social media icons are not automatically linked to accounts. If employees choose this signature option, they must link the icons to the correct accounts.*