

# Email Signature Guidance



**Program Year 2020 (updated June 2024)**

It is important that emails being sent to customers of the NCWorks system – whether to job seekers, businesses, or system partners – demonstrate the NCWorks brand consistently.

**All center staff must use the NCWorks logo in their email signature, and it should be the only logo used in the email signature unless used in conjunction with the NCWorks NextGen logo.** The HCWDB does not allow service provider logos and/or operator logos in email signatures. This requirement is detailed in the HCWDB Request for Proposal and the contract assurances and certifications.

An equal opportunity statement must also be used in all staff email signatures. If staff wish to add a confidentiality notice to their signature, it may be added below the equal opportunity statement.

Below is the format for email signatures. Please use the Arial font with a text size of 10 to 11.

First name, Last name

Title

NCWorks Career Center

Address

Phone

Email

Logo

*NCWorks Career Centers are equal opportunity employers/programs. Auxiliary aids and services are available upon request to persons with disabilities. To place a free relay call in North Carolina, dial 711.*

Staff will be provided with an RGB color version of the NCWorks logo which is only appropriate for on-screen use (contact the HCWDB staff for a CMYK logo for printing purposes if needed). To maintain legibility, please ensure the logo image is no larger than 1.0" in width.

*Note: Staff who cover multiple counties may list those counties in their signatures in an appropriate location. In addition, staff may include their preferred pronouns if they choose to do so.*