

Email Signature

Van Ameyde 

www.vanameyde.com

E-mail Signature

An email signature is a vital part of our corporate identity. To maintain a professional and unified appearance, it is essential that all employees use the same signature format across the company. Alterations or personalization of the signature are not permitted, ensuring consistency and alignment with our brand standards.

Visit our website to download the Word document template, which makes copying and implementing the signature quick and easy. You can also find a guide on how to add your signature to your e-mail inside Outlook.

<https://brand.vanameyde.com/downloads/>

Your personal contact information

Company logo

Company contact details

Links to social media

Disclaimer

Kind regards,

[First Name + Last Name]

[Job Title]

[Official company name]

Van Ameyde 

M: [Mobile phone number]

T: [Office central phone number]

E: [Office central email address]

W: [Company website link]

[Street + number] | [Post code, city, country initials]



This email and its contents are confidential and intended solely for the recipient(s). If you received this message in error, please notify the sender and delete it. Distribution or copying without permission is prohibited. Please consult our full [Disclaimer](#), [Terms and Conditions](#), and [Privacy Policy](#).

Van Ameyde [Company Name] (legal form: [e.g., Ltd., BV., GmbH]) is registered in [Country] under number [Reg. Number]. Registered office: [Full Address]. VAT number: [VAT Number] Managing Director(s): [Names].

E-mail Signature Variants

To maintain professionalism while keeping email chains readable, we use two signature variants:

Full Signature – Used when sending the first email to a recipient. This includes all relevant company details for a clear introduction.


Reply Signature – A shorter version used in replies, containing only personal contact information.

Full signature



Kind regards,

[First Name + Last Name]

[Job Title]
[Official company name]

Van Ameyde 
We've got your back

M: [Mobile phone number]
T: [Office central phone number]
E: [Office central email address]
W: [Company website link]
[Street + number] | [Post code, city, country initials]

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Reply signature

Kind regards,

[First Name + Last Name]
[Job Title] | [Official company name]
E: [Office central email address]


E-mail Signature Additions

This page provides guidance on where to place additions, such as banners, within the email signature. Additions should be positioned correctly and kept at a reasonable size to maintain a clean and professional look. The examples shown are for reference only.



Kind regards,


[First Name + Last Name]

[Job Title]
[Official company name]

Van Ameyde 
We've got your back

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Treffen Sie uns auf der
Schadenmanagement & Assistance
Messe in Leipzig – Ebene 1, Stand 26!


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Kind regards,


[First Name + Last Name]

[Job Title]
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SILVER | Top 15%
ecovadis
Sustainability Rating
DEC 2024

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We've got your back



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 www.vanameyde.com

 Van Ameyde Group

