**[First name] [Surname]
*[Job title(s)]***

*My usual working hours are [Time]-[Time], [Day]–[Day]*

*My pronouns are [X]/[X]*

*People have different working patterns; please don’t feel obliged to act on this email outside of your own normal working hours.*

|  |  |
| --- | --- |
|  | **E:**  firstname.lastname@biology.ox.ac.uk **P:**+44 0000 0000**W:** [www.biology.ox.ac.uk](http://www.biology.ox.ac.uk/)[Instagram](https://bit.ly/2UWdJhr) | [Twitter](https://bit.ly/3w60U2P) | [LinkedIn](https://bit.ly/37RrhOo) | [YouTube](https://www.youtube.com/channel/UCiz2KWFjtiPa2iwQb4qcjiQ) |

**[First name] [Surname]
*[Job title(s)]***

*My usual working hours are [Time]-[Time], [Day]–[Day]*

*My pronouns are [X]/[X]*

*People have different working patterns; please don’t feel obliged to act on this email outside of your own normal working hours.*

|  |  |
| --- | --- |
|  | **E:**  firstname.lastname@biology.ox.ac.uk **P:**+44 0000 0000**W:** [www.biology.ox.ac.uk](http://www.biology.ox.ac.uk/)[Instagram](https://bit.ly/2UWdJhr) | [Twitter](https://bit.ly/3w60U2P) | [LinkedIn](https://bit.ly/37RrhOo) | [YouTube](https://www.youtube.com/channel/UCiz2KWFjtiPa2iwQb4qcjiQ) |