

Dear Spaceans,

Below is the email template with the new company name to be followed by everyone with immediate effect. We have also provided the template to be followed in case of clients' emails.

Please follow the standard "Out of Office" message given below.

Template for Space Inventive emails:

Thanks & Regards

<**Full Name as per company records**>

<**Designation as per company records**>

Hand phone: <add your mobile number>

Landline: 040 2355 6467/ 2939 6467

Space Inventive Private Limited

(previously known as **Space Multimedia Private Limited**)

#6/1, 6th Floor, G Square,
Gachibowli, Hyderabad – 500 032

Telangana, INDIA

Website: <https://spaceinventive.com>

<in Font size 7> The content of this email is confidential and intended only for the recipient specified in message. It is forbidden to share any part of this message with any third party, without the written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Likewise, kindly amend the template for clients' emails as shown below

Thanks & Regards

<**Full Name as per company records**>

Providing <Fill as appropriate> services to <Client name>

Headphone: <add your mobile number>

Signature to continue as follows – delete in main signature

Space Inventive Private Limited

Website: <https://spaceinventive.com>

Please reference the text format attributes to be used for signatures:

- Font name: Arial
- Colour: Black for signature; grey for confidentiality message
- Font size for employee name: 10
- Font size for rest of the content: 9
- How to fill the '**Providing <Fill as appropriate> Services to Novartis'**
 - Font in **Bold**
 - <Fill as appropriate> to be populated from any of the below given portfolios:
 - Data Science
 - Data Engineering

- Design & Creative Services
- Project Innovations
- Product Management & Engineering
- All other sections of the signature: in regular

In addition to the email signature template, provided below is a **recommended ‘out of office’ message** that should be used in all instances going further

‘I am currently out of the office and will not be able to respond to emails until <date of return>. If your matter is urgent, please contact <name and contact information for alternative points of contact>. Otherwise, I will get back to you as soon as possible upon my return. Thanks for your understanding’

Important: Please adhere strictly to all the guidelines provided by the Security Team from time to time

Please note: this email is strictly for internal use only and not to be shown, distributed or disseminated outside of Space Inventive.

