

Arweiniad ar lofnod e-bost a
neges allan o'r swyddfa.

E-mail signature and out of
office message guidance.

Cymraeg



GIG
CYMRU
NHS
WALES | Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Llofnod e-bost / E-mail signature

All staff must ensure that their email signature is **fully bilingual**. It must also include a statement which welcomes correspondence in Welsh. This demonstrates that we are a bilingual organisation and that we actively encourage the use of Welsh.

Any correspondence received in Welsh must be responded to in Welsh without delay (i.e. within the same appropriate timescale for responding to correspondence in English).

You can use this as a template:

<p>Enw (pronouns can be included here)</p> <p>Job title Welsh Bwrdd Iechyd Addysgu Powys Email address Contact number www.biapowys.cymru.nhs.uk</p>	<p>Name (pronouns can be included here)</p> <p>Job Title English Powys Teaching Health Board Email address Contact number www.powysthb.wales.nhs.uk</p>
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Croeso i chi gysylltu â ni yn Gymraeg. Byddwn yn ymateb yn Gymraeg, ac ni fydd hynny'n arwain at oedi.

You are welcome to contact us in Welsh. We will respond in Welsh, without this causing delay.

Ateb gohebiaeth yn y Gymraeg/ Responding to Correspondence in Welsh

All correspondence received in Welsh **MUST** be responded to in Welsh.

If you do not speak Welsh, or are not confident in responding in Welsh, please send your correspondence to the Welsh translation team for translation.

Yn Siarad Cymraeg? A Welsh speaker?

If you are a confident Welsh speaker and have sufficient Welsh language skills, you should respond in Welsh. You should also include a statement on your email signature to state that you are a Welsh speaking member of staff.

Please feel free to use the following Cymraeg badge to show this in your signature:



Neges allan o Swyddfa / Out of office message

All staff must ensure that they use a bilingual out of office automatic reply.

Please use the following example to help you. If you require a different message, please contact our internal translation service at Powys.welshtranslations@wales.nhs.uk

**Diolch am eich neges. Rwyf allan o'r swyddfa tan
xx.xx.xxxx**

**Byddaf yn ymateb i'ch ebost ar ôl i mi ddychwelyd
Os yw'ch neges yn un frys, cysylltwch â xxxxxxxx ar xxxxx
xxx xxx**

**Thank you for your message. I am out of the office until
xx.xx.xxxx**

I shall respond to your email on my return.

**If your message is urgent please contact xxxxx xxxxx on
xxxxxx xxx xx**



Os oes gennych unrhyw gwestiynau plîs
cysylltwch â ni:

Powys.cymraegachydraddoldeb@wales.nhs.uk

If you have any questions please contact us on:

Powys.equalityandwelsh@wales.nhs.uk

Diolch / Thank you



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