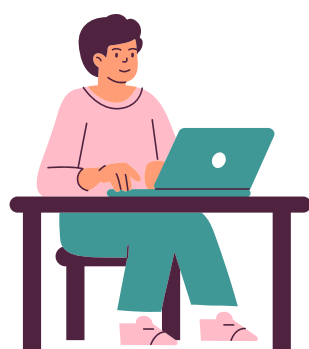


PROFESSIONAL EMAILS

IN THE WORKPLACE



WHAT ARE PROFESSIONAL EMAILS?

Professional emails are formal communications sent within a professional setting.



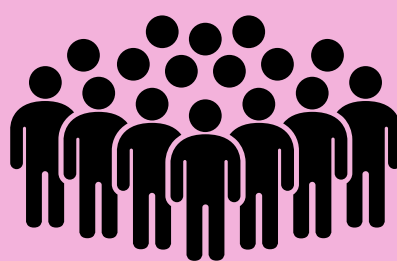
WHY ARE THEY IMPORTANT?

- Makes a positive impression
- Ensures effective communication
- Builds credibility and trust



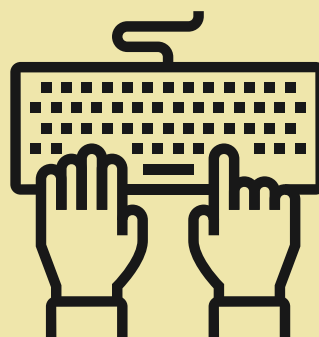
RECIPIENTS

- Colleagues
- Supervisors
- Clients
- Others in the workplace



SUBJECT LINE

The subject line should clarify the purpose of the email. It should be clear and concise.



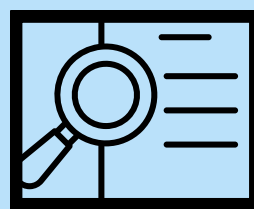
GREETING

The greeting sets a professional and polite tone for the email. You should address the recipient by their formal name.



MESSAGE BODY

You should organize your thoughts in a logical manner, providing context and necessary details.



CLOSING

Conclude your message with a clear call to action or next steps, and include a polite closing.



EMAIL SIGNATURE

Your email signature should include a photo, your name, job title, company name and address, email, and phone number.

