

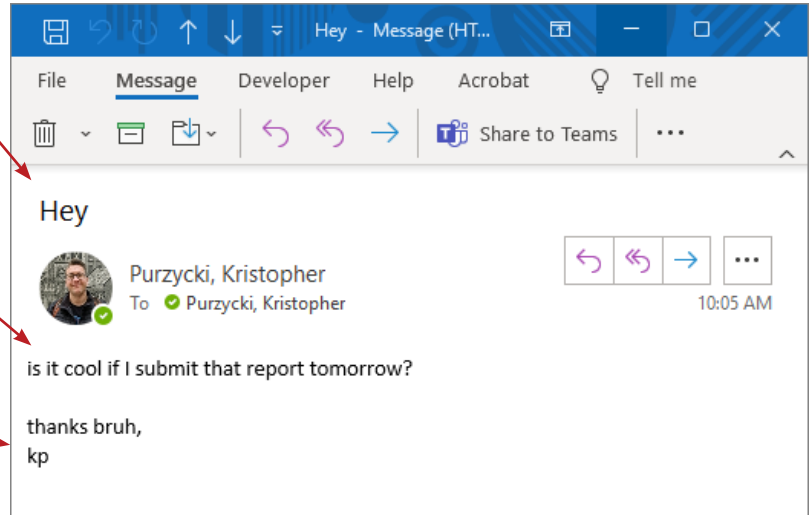
Anatomy of An Email

This is an example of an unprofessional email:

Informal, non-descript subject line

Informal language and tone that fails to provide justification for request and doesn't convey respect for audience status as supervisor.

Unprofessional closing and signature. Writer also fails to suggest the response or action desired by the recipient. Professional signature should also include full name and title



This is an example of a professional email:

Subject line that is short and explains the contents of the email.

Formal greeting that addresses recipient by proper name and title.

Purpose of email is immediately provided followed by justification if necessary.

Contents of email are written clearly and efficiently.

Conclusion provides action and response desired.

Signature line includes full name and title (if applicable)

