

Tips of business email writing

Newly recruited foreign company, how to prepare English business mail?

How to be concise and concise without losing courtesy?

Can't express common phrases in emails?

How do you call it at the beginning?

How to write the signature?

What is the correct format...

If these problems are bothering you

Hurry up and collect this quick guide below!

Title & beginning

The standard way to start an official email is to use "Dear someone's name,". However, in informal e-mails, you can use "Hello someone's name," or "Hi someone's name,".

If you need to use a formal name, such as Mr., Mrs., Dr., then you must connect someone's "Last name" or "First name + Last name" instead of "First name".

If you only call others' First name, it will give people a serious feeling, but never just call others' Last name.

Business Mail Etiquette

Principle: Respect the time of others

To respect a person in workplace contacts, we must first know how to save time for others. In terms of e-mail, it is: only provide the most valuable information to the people who need it in the fastest and most direct way.

Mail display name setting

In formal business communication, if there is no company's unified mailbox, when using free mailboxes such as 163/126 (QQ mailbox is not recommended for business communication), it is recommended to set the mailbox display name to yourself whether you are sending work emails or delivering resumes. name. Because it is a waste of time for the formal business email recipient to guess your identity, displaying your real name can reduce unnecessary misunderstandings.

About the theme

When sending an email, you need to draw up a subject so that the recipient can understand what you want to express at a glance. Of course, it is also convenient for mail classification and subsequent retrieval. This shows the importance of the subject. suggestion:

Don't leave the subject column blank or draw up an empty subject, it needs to be a reminder to the recipient;

Be concise and do not write the text in the subject column;

Respond to the true importance of the mail, do not use emergency signs casually;

One subject per email;

Be careful to avoid typos;

It is recommended to modify the subject when replying to the email multiple times to avoid the overlap of RE: RE: RE:.

About the text

The main text is very critical, and the basic principle is to be concise and fluent in writing

Rotate the appropriate tone and choice of words according to the degree of familiarity between oneself and the recipient, hierarchical relationship, internal or external, to prevent misunderstanding;

Use simple and easy-to-understand sentences to clearly describe the content to be conveyed, and avoid obscure and difficult sentences;

If there is too much content to be conveyed, it is best to only make a summary introduction in the main text, and write a separate document as an attachment for detailed description;

If necessary, use the serial number list and graphic form reasonably to be clear and unambiguous.



Summary & closing words

Before using the concluding remarks, you can summarize the content of the letter in the following languages:

I look forward to...

If you have any questions, please don't hesitate to...

Please let me know if...

That's all for now...

The most common ending words are Sincerely, Yours truly, Best regards, Regards

Other less frequently used ones are: Yours faithfully (Sincerely), Warm(est) / Kind regards (Good luck)

Cheers (goodbye) are often used at the end in very informal letters.

Seeing this, still lingering?

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All-round improvement of communication skills?

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