Professional Email Writing

Clear, Polite, Effective Emails

Use this checklist to write professional emails that are clear, concise, and appropriate for the workplace.

Purpose & Tone

- ■ Is the purpose of the email immediately clear?
- ■ Is the tone appropriate for the recipient?

Structure

- ■ Does the email have a clear opening, body, and closing?
- ■ Are paragraphs short and focused?

Language

- ■ Is the language polite and professional?
- ■ Have I avoided unnecessary informality or slang?