

5 Common Email Sign-offs and How to Use Them

1. SINCERELY

Good for formal emails, such as job applications or first time business emails to someone you don't know well. However, it can sound a bit too formal for everyday business emails inside your company.

2. REGARDS

A common sign-off for business emails that is safe and professional. Sometimes you may want a friendlier sign-off as it can feel a bit distant and abrupt.

3. BEST REGARDS

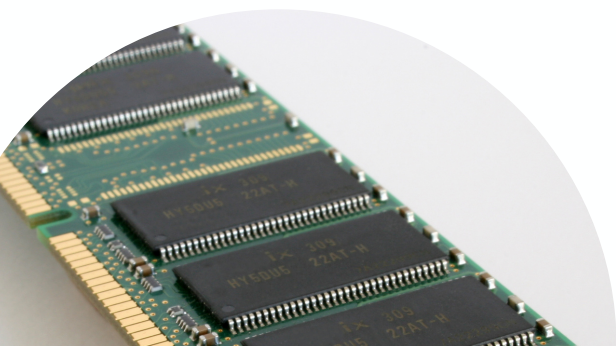
A polite, safe and friendly way to end a work email. It's a safe choice as it is suitable for many business situations.

4. BEST WISHES

A warm and friendly sign-off that isn't too casual, so it is suitable for business emails. However, don't use it for emails that contain negative things as it won't suit the tone and content of the email.

5. THANKS

A good sign-off to express gratitude as it is pleasant and professional, but it may not suit more formal emails. In an email with a request, it may imply expectation and seem a little demanding. Also, it may seem unnecessary in an email in which no thanks are expressed.



OTHER RECOMMENDED SIGN-OFFS

Sincerely yours – an alternative version of “Sincerely”

Kind regards – a more formal version of “Best regards”

Warm regards – a friendlier and warmer variation of “Best regards”

Best – a safe business email sign-off like “Regards”

Thanks in advance – good if you want to emphasize the expectation of your request

Cheers – an informal version of “Thanks” to colleagues you know very well

LESS RECOMMENDED SIGN-OFFS

Respectfully/Respectfully yours – too formal for daily business emails, but okay for emails to people like government officials

Yours truly – this implies that you are devoted to the recipient, so it can sound awkward and insincere

Take care – this is okay, but seems to imply there is some potential danger

Love – only suitable for family and close friends, not business emails

Thnx/Rgds – ending business emails with abbreviations seems unprofessional

[Name only] – okay further down an email chain with someone you know well, but too cold and abrupt for an initial email

Workshop activity
Select the best signoff for the following emails.

- 1) An email to apply for a job at Micron.
 - a) Thanks in advance
 - b) Sincerely
 - c) Best wishes

- 2) An email to someone in another department at Micron
 - a) Yours truly
 - b) Best regards
 - c) Respectfully

- 3) An email in which you make a request to another TM to do a task for you
 - a) Love
 - b) Sincerely yours
 - c) Thanks in advance

- 4) An email to a TM from another group to show your gratitude for a task they did for you
 - a) Thanks
 - b) Thanks in advance
 - c) Cheers

- 5) An email to one of Micron's customers
 - a) Rgds
 - b) Best wishes
 - c) Kind regards

- 6) An email to another TM to inform them about some mistakes they made
 - a) Regards
 - b) Thanks
 - c) Best wishes

- 7) A first-time email to a senior manager in Boise
 - a) [Name only]
 - b) Sincerely
 - c) Thanks

- 8) An email to your mother or father
 - a) Respectfully yours
 - b) Love
 - c) Regards