

Subject: Reminder for Proper Email Etiquette

Greetings all,

My name is Jake Miller and I am the Director of IT for Ford Motor Company. I'm writing to remind you of some important guidelines to keep in mind when composing e-mails. The IT department has recently been receiving many complaints regarding the content of our e-mails, and we want to address the issue before the problem grows. We always encourage employees to communicate with each other, but we want to make sure to highlight some ways we can maintain productivity as well. Here are some things to keep in mind when composing emails.

- **Keep the emails work-related.** This is the most important tip to keep in mind. Spam emails are cluttering and make it easy for others to lose focus.
- **Always be polite and respectful.** Address your fellow employees like you would want to be. Being courteous with our emails sets a great standard for all forms of communication at work.
- **Make sure the email is necessary.** You may not always need to send an email when a simple phone call will suffice.
- **Email the right people.** Only the people who need to be informed of your message should be receiving it. Find out who the contact person is for certain questions before you send your email.
- **Use an appropriate subject line.** It should precisely summarize your message so your reader knows its topic before reading. If you are writing about an important date or deadline, it won't hurt to include it in your subject line too.
- **Format your message properly.** Use proper spelling and grammar, and avoid using slang or acronyms. Small changes in punctuation can change the meaning of your writing and cause misinterpretation. Using bullet points or lists can help structure your writing in a way that is easier to read.
- **Reread your message before sending it.** Make sure you aren't sending out anything you don't want to send. Try reading the message from the recipient's point of view to fix anything that might be confusing.

I am excited to see how these reminders will benefit employee communication and create an even more positive and productive work environment.

Thank you for your time.

Sincerely,

Jake Miller

Director of Information Technology