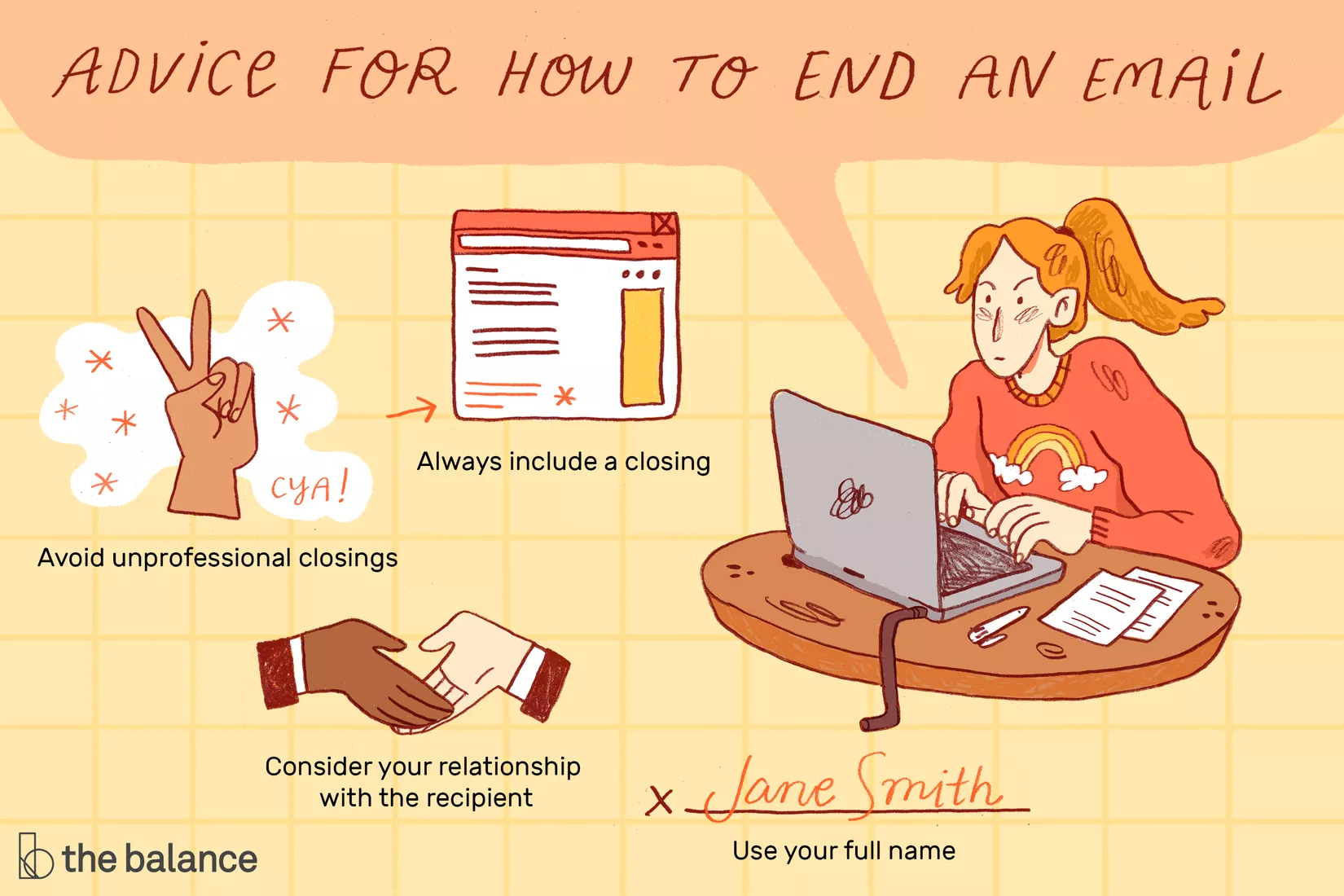
**Writing Email Activity**



This image was taken from: https://www.thebalancecareers.com/email-message-closing-examples-2061895

**Greetings Examples**

**Dear [Name],**

**Hello [Name],**

**Hi [Name],**

**When writing to three or more recipients:**

**Hello everyone,**

**Hi team,**

**Hello all,**

**When you are unsure of the recipient’s name:**

**Greetings,**

**Closing Examples**

**Professional Closing**

**All the best,**

**Best,**

**Best regards,**

**Best wishes,**

**Looking forward to hearing from you,**

**Regards,**

**Sincerely,**

**Sincerely yours,**

**Thank you,**

**Thanks again,**

**With appreciation,**

**With gratitude,**

**Yours sincerely,**

**Semi-Professional Email Closings**

**Cheers,**

**Faithfully,**

**Many thanks,**

**Warmly,**

**Yours truly,**

**Informal Email Closings**

**Love,**

**Talk soon,**

**See ya,**

**See ya later,**

**See you,**

**XOXO**

**Thx**

**Hugs**

**Emoticons**

# References

Indeed. (2021). *Indeed*. Retrieved from https://www.indeed.com/career-advice/career-development/greeting-from-email

The Balance Career. (n.d.). *The Balance Career*. Retrieved from The Balance Career: https://www.thebalancecareers.com/email-message-closing-examples-2061895