Professional Email Salutations

"Dear [First Name],"

"Hi," or "Hello,"

"Greetings,"

"Hi Team," or "Hi All,"

Tips

- ⊗ Avoid gendered language
- ⊗ Avoid exclamation points
- ⊗ Avoid casual language like "Hey,"
- ⊗ Avoid overly formal language such as "Sir" or "Madam"
- ⊗ Avoid using "To Whom It May Concern"
- ⊗ Avoid using times of day such as "Good Morning" or "Good Evening"
- ⊗ Avoid using "Dear [Job Title]," if possible

indeed
career guide