



Correspondence Bites

Closing an Email

The way you end an email matters just as much as the way you begin it. Your closing tells the reader how formal, friendly, respectful, or personal you want to sound.

Just like greetings, some closings are appropriate in professional emails, while others should only be used with friends and family.

Choosing the right closing helps your email sound natural and leaves a positive final impression.

*Best

Originally short for **Best wishes**, today **Best** has become the most common professional email closing in English.

It sounds polite, friendly, and modern without being overly formal.

Degree of formality

★★★★☆

Appropriate for

- professors
- coworkers
- clients
- business contacts
- people you know professionally

Avoid using it

There are almost no situations where **Best** sounds inappropriate. It is one of the safest choices in modern English.



Example

Best,
Zara

Common mistakes

Some learners think **Best** is incomplete because it is only one word. In modern English, it is completely natural.

*Best wishes

A warmer version of **Best**.
It expresses goodwill while remaining professional.

Degree of formality

★★★★☆

Appropriate for

- colleagues
- teachers
- professional acquaintances
- holiday greetings
- thank-you emails

Less appropriate for

Very formal legal or official correspondence.

*Kind regards

One of the classic business closings.
It sounds respectful, polite, and slightly more formal than **Best**.

Degree of formality

★★★★★



Appropriate for

- business correspondence
- professors
- employers
- clients
- people you do not know well

Avoid using it

Close friends and family.

***Warm regards**

Adds a little more friendliness than **Kind regards**.
Professional, but with a more personal tone.

Degree of formality

★★★★☆

Appropriate for

- colleagues you know well
- long-term clients
- professors after some correspondence
- professional relationships with warmth

Avoid using it

Very formal legal or official correspondence.

***Take care**

Shows personal concern for the reader's well-being.

Degree of formality

★★☆☆☆

Appropriate for

- friends
- classmates
- coworkers you know well
- informal professional relationships



Avoid using it

First emails to professors, employers, or government offices.

***Talk soon**

Suggests you expect to communicate again very soon.

Degree of formality

★☆☆☆☆

Appropriate for

- friends
- close coworkers
- teammates

Avoid using it

Formal correspondence.

***See you soon**

Usually implies you expect to meet the person in the near future.

Degree of formality

★☆☆☆☆

Appropriate for

People you already know personally.

Avoid using it

Business correspondence with strangers.

***Love**

Expresses affection.

Degree of formality

☆☆☆☆☆



Appropriate for

- family
- romantic partners
- very close friends

Never appropriate for

Professional correspondence.

***Lots of love**

Even more affectionate than **Love**.

Degree of formality

☆☆☆☆☆

Appropriate for

Family members and very close friends.

Never appropriate for

Business or academic emails.

***Yours sincerely**

One of the traditional formal closings in British English.
It conveys respect and professionalism.

Degree of formality

★★★★★

Appropriate for

- job applications
- official letters
- formal business correspondence



Usage note

In traditional British English, **Yours sincerely** is used **when you know the recipient's name**.

Dear Mr. Brown,

...

Yours sincerely,

In American English, this distinction is much less important, and many people simply use **Sincerely** or **Best**.

*Yours faithfully

A traditional closing used mainly in British English.

Degree of formality

★★★★★

Appropriate for

Very formal letters.

Usage note

Traditionally used **when you do not know the person's name**.

Dear Sir or Madam,

...

Yours faithfully,

Most Americans rarely use this closing.

*Yours truly

A traditional closing that expresses sincerity and respect.

Although still correct, it sounds somewhat old-fashioned in everyday American emails.

Degree of formality

★★★★☆

Appropriate for

- formal letters
- official correspondence
- some business communication



Less common today

Modern American professionals usually choose **Best**, **Best regards**, or **Sincerely** instead.

How to choose the right closing

Ask yourself three questions.

1. Who am I writing to?

Friend? Professor? Employer? Customer?

2. How formal should I be?

When in doubt, choose a more formal closing.

3. What relationship do we have?

The closer your relationship, the warmer your closing can be.

Quick Guide // Cultural Note

Many closings (**Best**, **Kind regards**, **Warm regards**) are not meant to be interpreted literally. For example, **Warm regards** does not mean the writer feels deep personal warmth toward the reader. Like **Dear** at the beginning of an email, these are conventional expressions of politeness that native speakers recognize as standard parts of written correspondence. Do not try to directly translate word for word from your first language and try to understand the conventions of English email writing.

