**Subject:** Enhancing Effective Communication in Our Workplace

Dear Team,

Effective communication is crucial to our success as a company. Recently, there have been concerns about the clarity, conciseness, and tone of internal emails. To ensure our messages are professional and impactful, please keep the following principles in mind:

1. **Be Clear, Complete, and Correct**
   * Use simple, direct language to convey your message.
   * Include all necessary information upfront to prevent follow-up questions.
   * Proofread emails to ensure accuracy in facts, grammar, and spelling.  
     **Example:** Instead of "I will send you the report later," say "You will receive the report by 3 PM today."
2. **Save Readers' Time**
   * Keep emails concise and to the point. Limit messages to three key points.
   * Use bullet points or numbered lists to improve readability.
   * Clearly state the action required and provide deadlines if applicable.

**Example:** Instead of "Please let me know when you have time to meet," say "Can we schedule a meeting on Wednesday at 10 AM? Let me know if that works for you."

1. **Build Goodwill & Maintain a Professional Tone**
   * Focus on the recipient by using the "You-Attitude." Example: Instead of "I sent the document yesterday," say, "You will receive the document today."
   * Avoid negative or condescending language. Maintain a respectful and professional tone.
   * Use inclusive language to ensure a welcoming workplace for all.

**Example:** Instead of "Your request was unclear," say "Could you clarify your request so I can assist you better?"

By following these best practices, we can enhance workplace communication, reduce misunderstandings, and foster a more efficient and positive work environment.

Thank you for your cooperation.

Best regards,  
Yixuan Chen  
Director of Communications  
[Company Name]