



Email: The Manual: Everything You Should Know About Email Etiquette, Policies and Legal Liability Before You Hit Send

Jeffrey Steele

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Tips for sending effective and professional emails that are effective, polite, and informative are outlined in this comprehensive reference guide. Because a poorly or sloppily worded letter has the power to affect careers, damage relationships, or cause legal trouble, this guide trains users to present themselves in email as polished professionals who understand the importance of etiquette and write effective emails that get the desired kind of attention.

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