

Greetings

Dear	Annwyl
Hello	Helo
Many Thanks	Llawer o ddiolch
Thank you	Diolch
Thank you in advance	Diolch ymlaen llaw
Thank you very much	Diolch yn fawr iawn
Thanks a million!	Can mil diolch!
Best wishes	Dymuniadau gorau
Kindest regards	Cofion gorau
Warm regards	Cofion cynnes
Regards	Cofion
Yours sincerely	Yn gywir
From	Oddi wrth

Signature

Signature and contact details included in general emails should always be bilingual.

Generally, Welsh should appear to the left and English translation to the right.

Example:

Mrs Hannah Sansom

Cyfarwyddwr Safonau: Cymaeg / *Director of Standards for Welsh*

Ysgol Basaleg / *Bassaleg School*

Ffôn / *Phone. (01633) 892191*

Out of office

• Ni fyddaf yn yr ysgol tan [2/9/24] • <i>I will be away from school until [2/9/24]</i>
• Nid wyf yn y gwaith ar hyn o bryd. • <i>I am not in work at the moment.</i>
• Rwyf i ffwrdd o'r ysgol ar hyn o bryd. • <i>I am away from school at the moment.</i>
• Rwyf ar gyfnod mamolaeth hyd [2/9/24] • <i>I am on maternity leave until [2/9/24]</i>
• Rwyf ar gyfnod tadolaeth hyd [2/9/24]

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| <ul style="list-style-type: none">• <i>I am on paternity leave until [2/9/24]</i> |
| <ul style="list-style-type: none">• Yn ystod fy absenoldeb, a wnewch chi gysylltu â [name].• <i>During my absence, please contact [name].</i> |
| <ul style="list-style-type: none">• Fe wnaif ymdrin â phob ymholiad ar ôl imi ddychwelyd i'r gwaith.• <i>I shall deal with all queries upon my return.</i> |