**Internal Announcement Email**

Below are two internal announcement email templates you can use to draft an email to employees eligible to participate in the upcoming challenge. The goal of the internal announcement is to generate awareness of an upcoming program, which helps improve engagement by preparing employees for additional communications to be sent from Wellable. The only parts of the emails below that need to be updated are in yellow.

Prior to sending emails from Wellable, make sure you have taken all appropriate actions to [improve email delivery and performance](https://support.wellable.co/hc/en-us/articles/360012671532-Improving-Email-Delivery-And-Performance) for challenge emails sent from Wellable.

**New Client: Announcing Partnership With Wellable**

Subject Line: Our New Employee Wellness Program

Hello everyone,

We are excited to announce our new partnership with Wellable to help us run company-wide wellness challenges! These challenges are geared to help us have fun with colleagues, increase physical activity, and focus on health and well-being – all while competing for prizes!

Please stay tuned for an email from Wellable with your account information and additional details on our first challenge.

Thank you!

Signature

**Existing Client: Announcing New Challenge**

Subject: Get Ready For The Wellness Challenge!

Hello everyone,

We are back at it with another Wellable challenge! Our next challenge, ChallengeName, will run from StartDate through EndDate. When life gets busy, it’s important to focus on finding balance to maintain a healthy, active lifestyle. Join this challenge to focus on your wellness and have fun with colleagues through some healthy competition. As a bonus, everyone that participates will have the opportunity to win prizes!

Please stay tuned for an email from Wellable with your account information and additional challenge details.

Thank you!

Signature