

**Title**

Share-Your-News Announcement

Description

Keep in touch, offer to serve your network as you announce “new things” in your life and career.

E-mail subject line

Ken: New job for me ... potential new opportunities for you?

E-mail body

Dear Ken,

Great news! I've recently [taken a new position as Engineering Manager at TechnoWhiz], a move that better positions me to reach my ultimate goal of [landing an executive-level engineering position in a venture-backed startup.]

This move also puts me squarely in reach of [an entirely new network of experts]—the very kind I know you often need and connect with in your role.

If there's anything you need ... if I can help you connect with anyone who might help you better succeed at [your colleague's company name], please let me know.

Warmly,

[Jane Doe]