

# Announcement of Business Merger

Date: [Insert Date]

Dear Team,

We are excited to announce that [Company A] has officially merged with [Company B]. This strategic partnership is aimed at enhancing our capabilities and providing better services to our clients.

We understand that you may have questions regarding this transition. Please know that the leadership teams from both companies are committed to ensuring a smooth integration process. We will be hosting a series of meetings over the next few weeks to address any concerns and keep everyone informed about the changes.

We believe this merger will bring about tremendous growth opportunities for all of us, and we appreciate your support during this time of change.

Please feel free to reach out to your manager or HR with any questions.

Thank you for your hard work and dedication.

Sincerely,  
[Your Name]  
[Your Position]  
[Company A]