

Merger Notification

Dear [Employee's Name],

We are writing to inform you about an important development regarding our company. As part of our ongoing efforts to strengthen our business, we are excited to announce that [Company A] will be merging with [Company B].

This merger is intended to combine our resources, expertise, and capabilities to better serve our clients and enhance our market positioning.

Key details about the merger:

- **Effective Date:** [Date]
- **New Company Name:** [New Company Name]
- **Leadership Structure:** [Details]

We understand that you may have questions and concerns regarding this merger. We encourage you to reach out to your manager or the HR department for any clarifications.

Thank you for your dedication and commitment during this transition. We value your hard work and look forward to entering this new chapter together.

Sincerely,

[Your Name]
[Your Position]
[Company Name]