

# Subject: Important Update: Tech Team Merger Details

Date: [Insert Date]

Dear Team,

We are excited to announce the merger of our tech teams, which will take effect on [Insert Date]. This decision was made to enhance our capabilities and improve our service delivery.

Key Details of the Merger:

- **New Team Name:** [Insert New Team Name]
- **Leadership:** [Insert Names of Team Leaders]
- **Location:** [Insert Location or Remote Details]
- **Objectives:** [Insert Key Objectives]

We will be holding an information session on [Insert Date and Time] to discuss this transition more thoroughly and answer any questions you may have. Your input is valuable to ensure a smooth integration.

Thank you for your continued hard work and dedication during this transition.

Best Regards,

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