

# Integration Notification

Date: [Insert Date]

Dear [Employee Name],

We are pleased to announce the integration of the Technology Department with [New Department/Team Name]. This decision has been made to enhance collaboration and improve our services.

The integration will take effect on [Effective Date]. During this transition period, all members are encouraged to communicate openly and share any concerns they may have.

Key Highlights:

- Streamlined processes for better efficiency.
- Increased support and resources available to all team members.
- Regular updates will be provided throughout the integration process.

For additional information, please feel free to reach out to your supervisor or the HR department.

Thank you for your continued support and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]