

Announcement of Technology Department Merger

Date: [Insert Date]

Dear Team,

We are excited to announce that effective [Insert Effective Date], the Technology Department will be merging with [Insert Department Name]. This decision comes as part of our ongoing efforts to enhance collaboration and streamline our processes.

This merger will create a more robust team capable of driving innovation and delivering high-quality solutions to our stakeholders. We believe that by joining forces, we will leverage our collective expertise and resources to achieve greater success.

We understand that you may have questions regarding this transition. We will hold an informational meeting on [Insert Meeting Date] at [Insert Meeting Time] to discuss this merger in further detail. We encourage everyone to attend and voice any concerns or suggestions you may have.

Thank you for your continued dedication and hard work. Together, we will pave the way for a brighter future.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]