

Merger Briefing Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Briefing on Technology Unit Merger

Dear [Recipient's Name],

We are excited to announce that our technology units are undergoing a strategic merger aimed at enhancing our operational efficiency and innovative capacity. This merger will bring together our resources, expertise, and technology, creating a stronger unit that can better serve our customers and stakeholders.

The merger will take place on [Insert Date of Merger]. We will be holding a briefing session on [Insert Date of Briefing] at [Insert Time] in [Insert Location] to discuss the details of this merger, address any concerns, and outline the opportunities that will arise from this integration.

Please mark your calendars and ensure your attendance, as your insights and participation are crucial during this transition. We will provide an agenda prior to the meeting to ensure clarity on the topics discussed.

If you have any immediate questions or require further information, feel free to reach out to me directly at [Insert Your Contact Information].

Thank you for your attention and cooperation during this exciting time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]