

Notice of Department Merger

Date: [Insert Date]

To: All Employees

From: [Your Name]
[Your Position]
[Company Name]

Dear Team,

We are writing to inform you that effective [Insert Date], the [Department A] and [Department B] will officially merge to form a new department called [New Department Name]. This decision has been made to enhance collaboration, streamline operations, and improve overall efficiency within our company.

The objectives of this merger include:

- Improved resource allocation
- Increased communication between teams
- Unified goals and objectives

As we move forward with this transition, we are committed to supporting all employees during this adjustment. We will hold a meeting on [Insert Meeting Date] to address any questions or concerns you may have about this change.

Thank you for your understanding and cooperation as we embark on this new chapter together.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]