

Important Announcement: Employee Merger

Dear Team,

We are writing to inform you about an important development taking place within our organization. As part of our ongoing growth strategy, we are excited to announce that our company is merging with [Partner Company Name].

This merger will create new opportunities for all employees and enhance our collective capabilities. We believe that this partnership will enable us to provide better services and products to our customers, while also fostering a more innovative and collaborative work environment.

Over the coming weeks, we will be working closely with [Partner Company Name] to ensure a smooth transition. We want to assure you that your roles and responsibilities will be valued, and every effort will be made to integrate our teams seamlessly.

We recognize that you may have questions or concerns about this merger. To address them, we will be hosting a town hall meeting on [Date] at [Time]. We encourage everyone to attend and share their thoughts.

Thank you for your continued dedication and hard work. Together, we are looking forward to a bright future.

Best regards,

[Your Name]
[Your Title]
[Your Company]