

Important Announcement: Company Merger

Dear Team,

We are excited to share some important news regarding the future of our company. As of [Date], [Company A] and [Company B] will officially merge to form a new entity, [New Company Name].

This merger presents an incredible opportunity for growth and innovation, allowing us to combine our strengths and resources to better serve our clients and enhance our workplace environment.

We understand that you may have questions regarding this transition. We assure you that the leadership team is committed to maintaining transparency throughout this process. We will host an all-hands meeting on [Meeting Date] to discuss the merger in detail and address any concerns you may have.

Thank you for your continued dedication and hard work. Together, we look forward to building a successful future as [New Company Name].

Warm regards,

[Your Name]
[Your Position]
[Company A]