

Internal Memo

Date: [Insert Date]

To: All Employees

From: [Your Name], [Your Position]

Subject: Announcement of Company Merger

Dear Team,

We are writing to inform you about an important development for our company. After extensive discussions and negotiations, we are pleased to announce that [Company Name] will be merging with [Partner Company Name]. This strategic decision aims to enhance our competitive edge and expand our market presence.

The merger will be effective from [Effective Date]. We believe that this collaboration will bring numerous benefits, including improved resources, a broader range of services, and opportunities for professional growth within our new, larger structure.

We understand that you may have questions regarding how this may affect your role and our company culture. We encourage you to attend the upcoming town hall meeting scheduled for [Date and Time], where we will provide additional details and address any concerns.

Thank you for your continued dedication and hard work during this transition period. Together, we look forward to a successful future.

Best regards,

[Your Name]
[Your Position]