

Announcement of Publishing Imprint Merger

Dear Team,

We are excited to announce that [Imprint A] and [Imprint B] will be merging effective [Effective Date]. This decision comes after extensive discussions and reflects our commitment to enhancing our publishing capabilities and expanding our reach in the market.

Throughout this transition, we want to assure you that our primary focus will remain on our employees and the great work you do. The merger will bring together diverse talents and resources that will foster innovation and provide greater opportunities for growth.

Key Details of the Merger:

- **New Name:** The combined imprints will operate under the name [New Imprint Name].
- **Leadership Structure:** [New Leadership Structure Info]
- **Impacts on Current Projects:** [Information on Project Management During Transition]

We understand that changes like these can create uncertainty, and we encourage you to reach out to your managers or HR with any questions you may have. We will also be holding a town hall meeting on [Date] to discuss the merger in more detail and address any concerns.

Thank you for your hard work and dedication. Together, we believe this merger will lead to even greater success for our imprints and all of you as valued employees.

Best regards,
[Your Name]
[Your Position]
[Company Name]