

Important Update: Business Acquisition

Dear Team,

We are excited to inform you that our company has entered into an agreement to acquire **[Acquired Company Name]**. This acquisition is a significant step forward for us and aligns with our goal of expanding our market presence and enhancing our service offerings.

Effective **[Effective Date]**, **[Acquired Company Name]** will officially become part of our organization. We believe that this partnership will create new opportunities for all employees and drive our collective success.

We understand that you may have questions regarding this transition. To address any concerns, we will be hosting a company-wide meeting on **[Meeting Date and Time]**. Please feel free to submit any questions you would like addressed during the meeting.

We appreciate your dedication and commitment during this exciting time. Together, we will continue to achieve great things.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]