

Important Announcement: Company Acquisition

Date: [Insert Date]

Dear Team,

We want to inform you that [Company Name] has entered into an agreement to acquire [Acquired Company Name]. This decision was made with careful consideration and we are confident that this acquisition will provide many opportunities for growth and innovation.

Key details of the acquisition:

- **Effective Date:** [Insert Effective Date]
- **Integration Process:** [Brief overview of the integration plan]
- **Impact on Employees:** [Details about employment status and changes, if any]

We understand that you may have questions regarding this transition. Please feel free to reach out to your manager or the HR department for any clarification you may need.

Thank you for your continued hard work and dedication during this exciting time.

Sincerely,

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