

# Corporate Merger Integration Communication Plan

**Date:** [Insert Date]

**To:** [All Employees/Stakeholders]

**From:** [CEO/Executive Team]

**Subject:** Integration of [Company A] and [Company B]

Dear Team,

We are excited to announce that [Company A] and [Company B] have officially merged as of [Effective Date]. This strategic decision is aimed at enhancing our services and expanding our market presence.

## Integration Objectives

- Streamline operations.
- Enhance customer experience.
- Leverage combined expertise and resources.

## Communication Timeline

We will keep you updated throughout the integration process. Key communication points include:

- Kick-off Meeting: [Date & Time]
- Monthly Progress Reports
- Feedback Sessions: [Schedule]

## Support and Resources

We understand that change can be challenging, and we are here to support you. Please reach out to [HR/Support Team] at [Contact Information] for any questions or concerns.

Thank you for your continued commitment and cooperation during this exciting time. Together, we will build a stronger future.

Sincerely,

[Your Name]

[Your Title]

[Company A & Company B]