

# Corporate Merger Integration Resource Allocation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Resource Allocation for Corporate Merger Integration

Dear [Recipient's Name],

I am writing to outline the proposed resource allocation strategy for the successful integration of [Company A] and [Company B] following our recent merger. Effective integration is crucial to realizing the strategic benefits we envision as a combined entity.

## 1. Integration Team Structure

We propose the establishment of an Integration Management Office (IMO) comprising representatives from both organizations to oversee the integration process.

## 2. Resource Allocation Overview

The following key areas have been identified for resource allocation:

- **Human Resources:** Assign teams to align company cultures and manage talent integration.
- **Technology:** Invest in systems unification to streamline operations.
- **Finance:** Allocate funds to ensure liquidity during the transition phase.
- **Marketing:** Develop a unified marketing strategy to enhance brand recognition.

## 3. Timeline and Milestones

A detailed timeline with specific milestones will be provided in the upcoming weeks after consultations with the integration team.

We believe that with careful planning and execution, we can achieve a seamless integration that benefits both companies and our stakeholders.

Thank you for your attention to this important matter. I look forward to your feedback and further discussions.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]