

Dear Team,

As we embark on our journey of integration following the recent merger, we would like to outline the structure of our Merger Integration Team. This team will play a crucial role in ensuring a smooth transition and the alignment of our corporate cultures and operations.

Integration Team Structure

- **Integration Leader:** John Smith - Responsible for overall integration strategy and execution.
- **Finance Integration Lead:** Emily Johnson - Overseeing financial consolidation and reporting.
- **HR Integration Lead:** Michael Brown - Managing personnel integration and cultural alignment.
- **Operations Integration Lead:** Sarah Davis - Coordinating operational processes and synergies.
- **IT Integration Lead:** David Wilson - Ensuring technology integration and support.
- **Marketing Integration Lead:** Jessica Martinez - Focusing on brand alignment and communication strategies.

Each lead will be responsible for their respective areas and will report directly to the Integration Leader. We encourage open communication and collaboration among all team members to foster a successful integration.

Thank you for your commitment during this pivotal time. Together, we can make this merger a success.

Sincerely,
[Your Name]
[Your Position]
[Your Company]