

# Corporate Merger Integration Timeline

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Integration Timeline for [Merger Name]

## Overview

The following timeline outlines key milestones in the integration of [Company A] and [Company B] following our merger.

## Integration Timeline

- **Phase 1: Pre-Merger Planning**
  - Week 1-4: Form Integration Committee
  - Week 4-8: Conduct SWOT Analysis
  - Week 8-12: Develop Integration Strategy
- **Phase 2: Initial Integration**
  - Month 1: Announce Merger Internally and Externally
  - Month 1-2: Align Corporate Cultures
  - Month 3: Integrate IT Systems
- **Phase 3: Full Integration**
  - Month 4-6: Combine Operational Structures
  - Month 6-9: Harmonize HR Policies
  - Month 9-12: Launch Integrated Product Offerings

## Next Steps

Please review the outlined timeline and provide any feedback by [Feedback Deadline]. We look forward to your collaboration in making this merger a success.

Best regards,

[Your Name]

[Your Position]

[Your Company]