

Important Announcement: Company Acquisition

Dear Team,

We are writing to inform you of an important update regarding our company. We are excited to announce that **[Acquiring Company Name]** has acquired **[Your Company Name]** as of **[Date]**.

This acquisition represents a significant milestone for our business, and we believe it will benefit all stakeholders including our valued employees. The combined strengths of both companies will allow us to enhance our services, improve our market position, and create new opportunities.

While there will be some changes in the coming months, we want to assure you that our priority remains the same: to support and empower our employees throughout this transition. Your roles and responsibilities will be communicated clearly, and we encourage you to share any questions or concerns you may have.

We appreciate your hard work and dedication during this period. Please stay tuned for further updates and join us for a company-wide meeting on **[Meeting Date & Time]** for a Q&A session.

Thank you for your continued commitment.

Best Regards,

[Your Name]

[Your Job Title]

[Your Company Name]