

# Important Announcement Regarding Corporate Acquisition

Dear Team,

We are writing to inform you about an important development in our company. We are pleased to announce that [Acquiring Company Name] will be acquiring [Current Company Name] effective [Date]. This acquisition represents a significant opportunity for growth and innovation within our company.

We assure you that our commitment to our employees remains our highest priority. Your positions will be retained, and we are excited about the potential this merger brings in terms of enhanced resources, expanded markets, and improved benefits.

We understand that you may have questions regarding this transition. We encourage you to attend the employee meeting scheduled for [Date and Time] at [Location], where we will provide more information and address any concerns.

We appreciate your continued dedication and hard work during this time of change. Together, we will embark on this exciting journey towards a bright future.

Thank you for your support.

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