

Dear Team,

We are excited to announce that our company has successfully acquired [Acquired Company Name]. This strategic acquisition will enhance our capabilities and expand our market reach.

The merger is expected to bring significant benefits, including:

- Increased product offerings
- Access to new technologies
- Expanded customer base

Over the coming weeks, we will be working closely with the [Acquired Company Name] team to integrate our operations smoothly. You will receive more information about how this acquisition affects your specific department and role soon.

We understand that you may have questions and concerns, and we encourage you to reach out to your managers or the HR team for clarification.

Thank you for your continued dedication and hard work during this exciting time for our company.

Best regards,

[Your Name]

[Your Position]

[Company Name]