

Dear Team,

We are excited to announce that our company has entered into a merger agreement with [Company Name]. This strategic partnership will allow us to combine our strengths and resources to better serve our clients and enhance our market position.

The merger is expected to be finalized by [Date], and until that time, it is business as usual. We assure you that we remain committed to maintaining a positive work environment and supporting our customers during this transition.

We value your contributions and are confident that together we will achieve remarkable success. Further details and updates will be shared in the coming weeks. If you have any questions or concerns, please feel free to reach out to your manager or the HR department.

Thank you for your dedication and hard work. Together, we look forward to a bright future!

Warm regards,

[Your Name]

[Your Position]

[Company Name]