

# Dear Team,

We are excited to announce that our recent merger with [Company Name] has been officially completed. This is a significant milestone for our organization, and we believe it opens up numerous opportunities for growth and collaboration.

As we begin the post-merger integration process, we want to ensure that everyone is informed and engaged. Our goal is to create a cohesive team where all members feel valued and empowered to contribute.

## Key Updates:

- **Integration Timeline:** We will begin the integration process on [Start Date]. Please see the attached timeline for more details.
- **Team Structure:** New team structures will be shared in the coming weeks. Rest assured, we are committed to retaining top talent from both organizations.
- **Communication Channels:** We will be setting up dedicated channels for feedback and inquiries. Please direct any immediate questions to [Contact Person/Email].

We encourage you to embrace this transition positively and reach out if you have any concerns. Your input is invaluable as we strive to harmonize our cultures and work practices.

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

## Best Regards,

[Your Name]  
[Your Title]  
[Company Name]