

Notification of Merger Agreement

Dear Team,

We are writing to inform you that our company has entered into a merger agreement with [Company Name]. This decision is a strategic step designed to enhance our operations and strengthen our market position.

The merger will take effect on [Effective Date], and we anticipate that it will bring several benefits to our organization, including:

- Increased resources and capabilities
- Broader market access
- Enhanced career opportunities for employees

We understand that you may have questions regarding this transition. We will hold an all-hands meeting on [Date and Time] to address any concerns and provide further details about the merger.

We are committed to ensuring a smooth transition and will provide regular updates as we move forward.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]