

# Dear [Employee's Name],

We are writing to inform you about the recent acquisition of [Company Name] by [Acquiring Company Name]. We understand that this news may raise questions and concerns regarding your position and the future of our organization.

We want to assure you that our primary goal throughout this transition is to support our entire team during this time. Here are some key points we would like to address:

- **Job Security:** Your current role is a critical part of our team, and we aim to retain as many employees as possible.
- **Benefits:** There will be a review of employee benefits; rest assured that we will communicate any changes well in advance.
- **Cultural Integration:** Efforts will be made to integrate our company cultures, ensuring a collaborative and inclusive environment.
- **Open Communication:** We encourage you to reach out with any questions or concerns; we will be hosting information sessions to address employee queries.

Thank you for your commitment and hard work. Together, we will navigate this transition and continue to thrive as part of [Acquiring Company Name].

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]