

Important Announcement: Business Acquisition

Dear Team,

We are excited to announce that [Company Name] has officially acquired [Acquired Company Name], effective [date]. This strategic move will allow us to enhance our services and expand our market presence.

As part of this acquisition, we are committed to ensuring a smooth transition and maintaining open communication throughout the process. We believe that this partnership will create new opportunities for growth and innovation.

We understand that you may have questions regarding this change. To address your concerns, we will be hosting a meeting on [date] at [time], where we will provide further details and answer any questions you may have.

Thank you for your dedication and support during this exciting time. Together, we will continue to build a stronger, more successful company.

Sincerely,

[Your Name]
[Your Position]
[Company Name]