

Employee Notification: Acquisition Announcement

Date: [Insert Date]

Dear [Employee's Name],

We wish to inform you that [Company Name] has been acquired by [Acquiring Company Name] as of [Acquisition Date]. This decision was made to enhance our growth and continue providing excellent service.

During this transition, we assure you that your position will remain secure, and there are no immediate changes to your duties or team structure. We are committed to keeping you informed throughout the process.

We believe that this acquisition will offer new opportunities for professional development and an enhanced work environment.

If you have any questions or concerns, please do not hesitate to reach out to your manager or the HR department.

Thank you for your continued dedication to [Company Name].

Sincerely,

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