

[Date]

To: [Employee Name]

From: [Name of Leadership/CEO]

Subject: Welcome to [Acquiring Agency Name]

Dear [Employee Name],

On behalf of the entire leadership team, I am thrilled to officially welcome you to [Acquiring Agency Name]. We are excited to have you join our team following the recent acquisition of [Legacy Agency Name].

We recognize that transitions bring change, and we want to assure you that your skills, experience, and dedication are highly valued. Our goal is to combine the strengths of both organizations to create a more innovative and impactful agency. You are a vital part of this future.

In the coming days, you will receive information regarding:

- Onboarding schedules and introductory meetings.
- Updates on internal systems and communication tools.
- Benefits enrollment and HR documentation.
- Opportunities to meet your new colleagues and leadership.

Our priority is to make this transition as smooth as possible. If you have any immediate questions, please reach out to [Contact Name/Department] at [Email/Phone Number] or visit our internal FAQ page at [Link].

Thank you for your professionalism and your commitment. We look forward to achieving great things together.

Welcome to the team!

Best regards,

[Signature]

[Name]

[Title]

[Acquiring Agency Name]