

[Company Header/Logo]

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

**Subject: Offer of Employment Following Merger**

Dear [Employee Name],

As you are aware, [Company A] and [Company B] have officially merged to form [New Company Name]. We are pleased to formally offer you the position of [Job Title] within the newly integrated organization.

Your expertise in recruitment is highly valued, and we are excited to have you join our combined team. Below are the terms of your continued employment:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Effective Date:** [Date]
- **Base Salary:** [Amount] per [Year/Month]
- **Commission Structure:** [Details of Desk/Placement Commission]
- **Seniority:** Your original start date of [Original Hire Date] will be recognized for benefits and service-related entitlements.

As part of this merger, your current benefits package will [remain the same / transition to the New Company plan] effective [Date]. You will receive a comprehensive New Hire packet outlining our updated policies and incentive programs shortly.

This offer is contingent upon the formal completion of the merger and your signing of the enclosed Confidentiality and Non-Compete Agreement. Please return a signed copy of this letter by [Deadline Date] to indicate your acceptance.

We look forward to achieving new milestones together at [New Company Name].

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title]

[New Company Name]

---

**Acceptance:**

I, [Employee Name], accept the offer of employment as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_