

To: All Employees

From: [Name of CEO/Executive]

Date: [Insert Date]

Subject: Update Regarding the Merger of [Company A] and [Company B]

Dear Team,

Following our initial announcement regarding the merger between [Company A] and [Company B], we want to provide you with an update on our progress and what to expect in the coming weeks.

Integration Progress

The integration teams from both companies have been working closely to align our operations. Our primary goal remains to combine the strengths of both organizations to create a more competitive and innovative company.

What This Means for You

At this stage, your daily responsibilities and reporting structures remain the same. As we finalize the new organizational chart, we are committed to transparency. You can expect specific updates regarding [departmental changes/new systems/benefits alignment] by [Date].

Key Upcoming Dates

- [Date]: Town Hall meeting to discuss the new brand identity.
- [Date]: Launch of the integrated internal communication portal.
- [Date]: Expected completion of the legal closing.

Support and Resources

We understand that periods of change can bring questions. We have updated the Frequently Asked Questions (FAQ) document located on the [Internal Portal/Intranet]. If you have specific concerns, please reach out to your direct manager or the HR department at [Email Address].

Thank you for your continued hard work and dedication during this transition. We are excited about the future we are building together.

Best regards,

[Signature]

[Name]

[Title]

[Company Name]