

[Date]

[Employee Name]

[Employee Department]

Subject: Announcement of Merger and New Management Team

Dear [Employee Name],

We are pleased to formally announce that [Company A] has officially merged with [Company B], effective [Date]. This merger brings together two industry leaders to create a stronger, more innovative organization operating under the name [New Company Name].

With this transition, we are excited to introduce our new management team. [Name of New CEO/Manager] will be leading our department as [Job Title]. They bring extensive experience in [Field/Specialty] and are committed to ensuring a smooth transition for all staff members.

The goal of this merger is to expand our capabilities and provide better opportunities for our employees. While there will be some updates to internal processes and systems, our core values and commitment to our team remain the same. Your current roles and responsibilities will continue as usual, and your immediate supervisor will remain your primary point of contact for any daily operational questions.

We will be holding a town hall meeting on [Date] at [Time] via [Location/Platform] to introduce the new leadership team and answer any questions you may have regarding the integration process.

We are excited about this new chapter and thank you for your continued hard work and dedication during this transition.

Sincerely,

[Your Name]

[Your Title]

[Company Name]