

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notification of Employment Transfer

Dear [Employee Name],

As previously announced, [Company A] and [Company B] have officially entered into a merger agreement. As a result of this transition, we are pleased to confirm that your employment will be transferred to [New Entity Name], effective [Effective Date].

Please find the details of your transfer below:

- **Position Title:** [Job Title]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Office Location/Remote]
- **Base Salary:** [Amount]

Your seniority and years of service with [Company A] will be fully recognized by [New Entity Name] for the purposes of benefits, paid time off, and retirement vesting. You will receive a separate package detailing the new benefits enrollment process and updated company policies.

Please note that this transfer does not require a formal resignation from your current role. By signing this letter, you acknowledge the transition of your employment contract to the new entity under the terms mentioned above.

We are excited to have you as part of the new team and look forward to your continued contributions.

Sincerely,

[Signature]
[Name of HR Representative]
[Title]
[Company Name]

Acknowledgment and Acceptance:

I accept the transfer of my employment to [New Entity Name] as outlined in this letter.

Signature: _____ Date: _____