

[Date]

[Employee Name]

[Current Job Title]

[Employee ID]

Subject: Notification of Role Transition and Transfer

Dear [Employee Name],

Following the recent merger between [Company A] and [Company B], we are pleased to formally notify you of your new role and department within the integrated organization, [New/Combined Company Name].

Effective [Effective Date], your employment will transition under the following terms:

- **New Job Title:** [New Job Title]
- **New Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Office Location/Remote]

Your current base salary and seniority date will remain unchanged. Your primary responsibilities in this new role will include [Brief Description of Key Duties]. You will receive a detailed job description and an onboarding schedule from your new manager shortly.

Please note that all existing benefits and company policies will now be governed by the [New Company Name] Employee Handbook, which is attached to this letter.

To confirm your acceptance of this transition, please sign and return a copy of this letter to the Human Resources department by [Deadline Date].

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

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title]

[New Company Name]

Acknowledgment and Acceptance:

I accept the role transition and transfer as outlined above.

[Employee Signature]

[Date]