

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Notification of Business Acquisition and Transfer of Employment**

Dear [Employee Name],

We are writing to formally notify you that [Buyer Company Name] has acquired [Seller Company Name], effective as of [Effective Date].

As a result of this acquisition, your employment will be transferred from [Seller Company Name] to [Buyer Company Name]. We are pleased to confirm that your transition will be seamless, and your continuous service date will be preserved.

**Terms of Transfer:**

- **Position:** Your current role as [Job Title] will remain the same.
- **Compensation:** Your base salary/hourly rate will remain at [Amount].
- **Benefits:** You will be transitioned to [Buyer Company Name]'s benefits package. Detailed information regarding health insurance and retirement plans is attached.
- **Reporting Manager:** You will continue to report to [Manager Name].

Please note that your daily responsibilities and work location will [remain the same / change to [New Location]].

We are excited to welcome you to the [Buyer Company Name] team. We believe this acquisition will provide new opportunities for professional growth and success. An orientation session for all transferring staff will be held on [Date] at [Time] via [Location/Meeting Link].

Please sign and return the enclosed acknowledgment form by [Deadline Date] to confirm your receipt of this notice.

If you have any questions regarding this transition, please contact the HR Department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Buyer Company Name]