

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Personnel Transfer due to Entity Consolidation

Dear [Employee Name],

This letter serves as formal notification regarding the consolidation of [Current Entity Name] and [New Entity Name]. Effective [Effective Date], your employment will be formally transferred to [New Entity Name].

Please be advised of the following regarding this transfer:

- **Job Title and Duties:** Your current job title, responsibilities, and reporting structure will remain unchanged unless otherwise notified.
- **Compensation:** Your base salary/hourly rate will remain the same. Payment will be issued by [New Entity Name] starting from the next pay cycle on [First Pay Date].
- **Seniority:** Your original hire date of [Original Hire Date] will be honored by the new entity for the purposes of seniority and service-related benefits.
- **Benefits:** Your participation in company benefit programs (including health insurance and retirement plans) will transition to the plans offered by [New Entity Name]. Detailed information regarding any administrative updates to your coverage is attached.
- **Paid Time Off:** All accrued and unused vacation/PTO balances will be transferred and recognized by [New Entity Name].

This transition is an administrative change resulting from our internal restructuring and does not constitute a break in your continuous employment. No action is required from you at this time; however, you may be required to complete updated tax withholding forms (W-4) or payroll documentation for the new entity.

If you have any questions regarding this transfer, please contact the Human Resources Department at [HR Phone Number/Email].

We look forward to your continued contributions to the success of [New Entity Name].

Sincerely,

[Signature]

[Sender Name]
[Title]
[Current Entity Name]