

[Company Header/Logo]

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Assignment Transfer - Merger Integration

Dear [Employee Name],

As a result of the recent merger between [Company A] and [Company B], we are pleased to inform you that your employment and current assignment are being transferred to the newly integrated entity, [New Company Name], effective [Effective Date].

Please review the following details regarding your transfer:

- **New Job Title:** [New Job Title, if applicable]
- **Reporting Manager:** [Manager Name]
- **Department/Division:** [New Department Name]
- **Work Location:** [Office Address/Remote]

Your original hire date of [Original Hire Date] will be recognized for seniority and benefit accrual purposes. Your current compensation and core benefits will remain [unchanged / as outlined in the attached summary].

As part of this integration, you may be required to complete new administrative documentation or undergo updated training sessions. Information regarding these next steps will be provided by the Human Resources department shortly.

We are excited to have you as part of the integrated team and look forward to your contributions to our shared future.

Please sign and return a copy of this letter to [Department/Contact Person] by [Deadline Date] to acknowledge your receipt of this transfer notification.

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]

Acknowledgment:

I, [Employee Name], acknowledge and accept the transfer of my assignment as described above.

Signature: _____ Date: _____