

Date: [Insert Date]

To: [Executive Name]

Position: [Current Job Title]

Subject: Notice of Appointment and Transfer to [Name of New Merged Entity]

Dear [Executive Name],

Following the formal merger between [Company A] and [Company B], we are pleased to confirm your appointment and transfer to the leadership team of the newly formed entity, **[Name of New Merged Entity]**, effective **[Effective Date]**.

Your new role within the merged organization will be **[New Executive Title]**, reporting directly to **[Superior Name/Board of Directors]**. In this capacity, you will play a critical role in steering the strategic integration of our operations and culture.

Please note the following key terms regarding your transfer:

- **Continuity of Service:** Your original start date of [Original Hire Date] will be recognized for all seniority and benefit accrual purposes.
- **Compensation:** Your annual base salary will be [Amount], subject to standard withholdings.
- **Executive Benefits:** You will remain eligible for [List key benefits: e.g., Management Incentive Plan, Equity Grants, Health Coverage] as outlined in the attached summary.
- **Location:** Your primary place of employment will be [Office Location/Remote].

Attached to this letter is your updated Executive Employment Agreement. This document details the specific terms of your leadership role, including updated performance objectives and governance responsibilities within the merged structure.

We are confident that your expertise will be instrumental in the success of [Name of New Merged Entity]. Please sign and return the enclosed agreement by [Deadline Date].

Sincerely,

[Name of CEO or Chairman]

[Title]

[Name of Merged Entity]

Acknowledgment and Acceptance:

I accept the appointment and transfer to [Name of New Merged Entity] under the terms described above.

Signature: _____ Date: _____