

**Date:** [Insert Date]

**To:** [Insert Name of Steering Committee/Executive Board]

**From:** [Insert Your Name/Title]

**Subject:** Recommendation for Human Capital Integration Strategy - Project [Insert Project Name]

Dear [Insert Name],

Following the recent announcement of the merger between [Company A] and [Company B], I am submitting this formal recommendation regarding the human capital integration strategy. To ensure the long-term success of this transaction and the retention of key talent, I recommend the following integration framework:

**1. Organizational Structure and Leadership:**

We must finalize the new organizational chart and announce key leadership appointments within the first [Insert Number] days. This reduces uncertainty and provides clear reporting lines for employees of both entities.

**2. Cultural Alignment Program:**

I recommend conducting a cultural diagnostic assessment to identify core differences between the two organizations. We should establish a cross-functional "Culture Integration Team" to define a unified corporate identity and shared values.

**3. Talent Retention and Compensation:**

A comprehensive review of compensation and benefits is required to ensure parity. I specifically recommend implementing "Stay Bonuses" or performance-based incentives for critical personnel identified during the due diligence phase to prevent brain drain.

**4. Communication Plan:**

Transparency is vital. I recommend a multi-channel communication strategy, including weekly town halls and a dedicated integration FAQ portal, to address employee concerns regarding job security and role changes.

**5. HR Systems Integration:**

We should begin the immediate migration to a single Human Resources Information System (HRIS) to streamline payroll, performance management, and data reporting across the newly formed organization.

By prioritizing these human capital elements, we will mitigate operational risks and accelerate the realization of the merger's projected synergies. I am available to discuss these recommendations in further detail at your earliest convenience.

Sincerely,

[Insert Signature Area]

[Insert Printed Name]

[Insert Title]

[Insert Department Name]