

[Date]

[Employee Name]

[Employee Title]

[Department]

Subject: Fiduciary Responsibility and Cultural Alignment Following Merger

Dear [Employee Name],

As we finalize the merger between [Company A] and [Company B], we are writing to reaffirm our collective commitment to our fiduciary duties and the successful integration of our corporate cultures.

### **Fiduciary Duty and Professional Conduct**

In this new chapter, every member of the leadership team and staff maintains a primary fiduciary duty to act in the best interests of the newly formed entity, [New Company Name]. This includes the protection of shareholder value, the safeguarding of proprietary assets, and the exercise of due diligence in all financial and operational decision-making.

### **Cultural Integration Goals**

Our objective is to blend the unique strengths of both organizations into a single, unified culture. This integration requires open communication, mutual respect, and an adherence to our newly established core values: [Value 1], [Value 2], and [Value 3]. We expect all employees to actively participate in integration initiatives and to uphold the highest standards of professional integrity during this transition.

### **Moving Forward**

To ensure compliance and alignment, we will be hosting a series of orientation sessions focused on updated internal controls and our shared cultural roadmap. Attendance is mandatory for all personnel.

Thank you for your dedication to ensuring the long-term stability and success of [New Company Name].

Sincerely,

[Signature]

[Name of Executive/Officer]

[Title]

[Company Name]