

[Date]

Dear [Employee Name],

On behalf of [Acquiring Company Name], I am thrilled to officially welcome you to our team. As of [Effective Date], [Acquired Company Name] has joined the [Acquiring Company Name] family.

We have long admired the talent, innovation, and dedication of the [Acquired Company Name] staff. We believe that by combining our strengths, we will create new opportunities for growth and provide even greater value to our customers.

We understand that acquisitions bring change. Our priority over the coming weeks is to ensure a smooth transition. You will soon receive a welcome packet containing details regarding:

- Onboarding schedules and introductory meetings
- Benefits and payroll information
- Internal communication tools and login credentials
- Key points of contact for your specific department

We invite you to attend an "All-Hands" meeting on [Date] at [Time] via [Location/Link], where we will share our vision for the future and answer your questions.

We are incredibly excited to have you with us. Your expertise is vital to our collective success, and we look forward to achieving great things together.

Welcome aboard!

Best regards,

[Sender Name]

[Sender Title]

[Acquiring Company Name]