

[Company Logo/Letterhead]

[Date]

To: All Employees of [New Company Name / Merged Entity]

Subject: Acknowledgment of Updated Post-Merger Corporate Policies

Dear Team,

Following the recent merger between [Company A] and [Company B], we are pleased to introduce the unified corporate policy handbook for [New Company Name]. These policies have been designed to align our operations, ensure compliance, and foster a shared company culture.

Please review the attached [Employee Handbook / Policy Document], which includes updated guidelines on:

- Code of Conduct and Ethics
- Benefits and Compensation
- IT and Data Security
- Remote Work and Office Attendance
- Leave and Vacation Accrual

It is a requirement for all employees to read, understand, and adhere to these policies as we move forward as one organization.

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## Employee Acknowledgment

I, [Employee Full Name], hereby acknowledge that I have received a copy of the [New Company Name] Post-Merger Policy Handbook. I understand that it is my responsibility to read and comply with the policies contained therein. I further understand that these policies supersede any previous agreements or handbooks from my legacy organization.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Please return a signed copy of this letter to the Human Resources Department by [Deadline Date].