Dear [Employee Name],

Welcome to [Company Name]!

We are thrilled to officially have you as part of our newly merged team. This merger represents an exciting milestone for all of us, combining our strengths, talents, and resources to build a stronger future together.

Our primary goal during this transition is to ensure you feel supported and informed. While there will be changes as we integrate our processes, we are committed to open communication and transparency throughout this journey.

To help you get started, please take note of the following:

- **Onboarding Meeting:** A session will be held on [Date] at [Time] via [Platform/Location] to introduce our leadership and culture.
- **Systems Access:** You will receive a separate email with login credentials for our internal tools and platforms.
- **Points of Contact:** If you have immediate questions, please reach out to your manager, [Manager Name], or the HR department at [HR Email].

We value the expertise and perspective you bring to the table. We look forward to achieving great things as one unified team.

Best regards,

[Sender Name]
[Sender Title]
[Company Name]