[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Welcome to [New Company Name]

Dear [Employee Name],

We are pleased to officially welcome you to [New Company Name] following the recent merger between [Company A] and [Company B]. We are excited to have you as part of our integrated team.

As we bring our two organizations together, our priority is to ensure a smooth transition for all employees. Your current role and responsibilities will remain [consistent / adjusted as follows: Description], and your original seniority date will be honored.

Key Information:

- **HR Contact:** Your dedicated HR representative is [Name] at [Email/Phone].
- **Benefits:** Details regarding your updated benefits package are attached to this letter.
- **Systems Access:** New login credentials for [System Name] will be sent to your email by [Date].
- **Town Hall:** Please join us for a company-wide meeting on [Date] at [Time] to learn more about our vision and goals.

We understand that mergers bring many questions. We have prepared a Frequently Asked Questions (FAQ) document available on the company intranet at [Link] to provide further clarity.

We value the skills and experience you bring to the table and look forward to building a successful future together.

Sincerely,

[Signature]

[Name of HR Director/Executive]
[Title]
[New Company Name]