Subject: Welcome to [New Company Name] - Important Onboarding Information

Dear [Employee Name],

On behalf of the entire leadership team, I am thrilled to officially welcome you to **[New Company Name]**. As we finalize the merger between [Former Company A] and [Former Company B], we are excited to have you as a vital part of our unified team.

Our goal is to ensure your transition is as seamless as possible. To help you get started, we have outlined the initial steps of your onboarding process below:

1. Onboarding Portal Access
Please log in to our employee portal at [Link] using your new credentials provided in the attached document. Here, you will find your offer letter, updated policies, and benefit enrollment forms.

2. Welcome Orientation
We have scheduled a virtual "Town Hall & Welcome Session" on [Date] at [Time]. During this meeting, we will discuss our shared vision, company culture, and organizational structure.

3. Systems and Tools
Your new email address is: [Email Address]. Over the next [Number] days, our IT department will guide you through the migration of your files and access to new software platforms.

4. Key Contacts
If you have immediate questions regarding your role or benefits, please reach out to:

- HR Support: [Email/Phone]
- IT Help Desk: [Email/Phone]
- Your Manager: [Manager Name]

We understand that mergers bring change, and we are committed to supporting you every step of the way. We believe that by combining our strengths, we will achieve great things together.

Welcome to the team!

Best regards,

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