[Date]

Dear [Employee Name],

On behalf of the executive leadership teams of [Company A] and [Company B], we are excited to officially welcome you to [New/Combined Company Name]. Today marks the beginning of our journey as a unified organization.

By bringing our two companies together, we are combining our strengths, expertise, and cultures to create a stronger future for our clients and our employees. Our mission remains focused on [Insert Brief Mission Statement], and your role is vital to achieving this goal.

We understand that mergers bring change. Our Human Resources team is committed to supporting you throughout this transition. Over the coming weeks, you will receive detailed information regarding:

- Organizational structure and reporting lines
- Integration timelines and milestones
- Benefits, payroll, and administrative updates
- Onboarding resources and training

We invite you to attend an All-Hands Meeting on [Date] at [Time] via [Location/Link] to hear more about our shared vision and to ask any questions you may have.

Thank you for your continued dedication and for being a part of this new chapter. We are proud to have you on our team.

Sincerely,

[CEO Name]
Chief Executive Officer
[New Company Name]

[HR Director Name]
Head of Human Resources
[New Company Name]