[Date]

[Employee Name]
[Employee ID]
[Department]

Welcome to [New Company Name]

Dear [Employee Name],

We are excited to officially welcome you to [New Company Name] following the recent merger between [Legacy Company A] and [Legacy Company B]. We are committed to ensuring a smooth transition as we integrate our teams and cultures.

As part of this transition, we are pleased to provide you with your comprehensive benefits package and onboarding details. Our goal is to provide market-leading support for your health, wealth, and professional growth.

1. Key Benefits Overview

Your new benefits package includes:

- **Health & Wellness:** Medical, dental, and vision coverage effective [Date].
- **Retirement Savings:** Access to the [401k/Pension] plan with a company match of [Percentage].
- **Paid Time Off:** Your accrued tenure from [Legacy Company] has been recognized, and your new PTO accrual rate is [Rate].
- **Life & Disability:** Company-paid life insurance and long-term disability coverage.

2. Action Required: Enrollment Portal

Please log in to the [Employee Portal Name] to review your personal information and select your benefit elections.
Deadline for selection: [Date]

Login URL: [Link]
Temporary Password: [Format]

3. Important Dates

- **Town Hall Meeting:** [Date] at [Time] to discuss the merger roadmap.
- **Benefits Q&A Session:** [Date] via [Platform].
- **First Unified Payroll Cycle:** [Date].

4. Support Resources

If you have questions regarding your transition or benefits, please reach out to the following resources:

- **HR Support Desk:** [Email Address]
- **Benefits Hotline:** [Phone Number]
- **Internal FAQ Page:** [Link]

We are thrilled to have you on the team. Your expertise is vital to our shared success as we build this new organization together.

Sincerely,

[Signature]
[Name of Executive/Head of HR]
[New Company Name]