Dear [Employee Name],

On behalf of [Acquiring Company Name], I am thrilled to officially welcome you to our team. As of [Date], [Acquired Company Name] has joined forces with [Acquiring Company Name].

We have long admired the work, talent, and innovation at [Acquired Company Name]. By combining our resources and expertise, we are confident that we will create even greater opportunities for our clients and our employees. You were chosen to be part of this transition because your skills and experience are vital to our future success.

We understand that acquisitions bring questions and change. Our priority over the coming weeks is to ensure a smooth integration. You will soon receive an onboarding package containing details regarding:

- Reporting structures and team introductions
- Updates on benefits and payroll systems
- Access to new internal communication tools
- A schedule for upcoming "Town Hall" meetings and Q&A sessions

Your current direct supervisor or [Name of Integration Manager] will be your primary point of contact for any immediate concerns. Please also visit our internal portal at [URL] for a list of Frequently Asked Questions.

We are incredibly excited about what we can achieve together. Thank you for your patience and your continued dedication during this transition.

Welcome to the team!

Best regards,

[Signature]
[Name of Executive]
[Title]
[Acquiring Company Name]