Dear [Employee Name],

It is with great excitement that we officially welcome you to [Company Name].

As of [Date], [Company A] and [Company B] have joined forces to create a unified global organization. By combining our diverse talents, resources, and expertise, we are now better positioned to drive innovation and serve our customers across the globe.

We understand that a merger brings changes, and our priority is to ensure a smooth transition for you. Here is what you can expect in the coming days:

- **Welcome Orientation:** You will receive an invitation to a virtual global town hall on [Date] at [Time].
- **Integration Support:** A dedicated integration portal has been set up at [Link] to answer your questions regarding benefits, payroll, and new systems.
- **Manager Check-ins:** Your immediate supervisor will schedule a 1-on-1 meeting to discuss your role within the new structure.

Our combined strength lies in our people. We are committed to fostering an inclusive culture that values the unique perspectives you bring from your region and background. We are thrilled to have you on this journey with us.

Welcome to the team!

Best regards,

[Name/Signature]
[Title]
[Company Name]