[Date]

Dear [Employee Name],

Welcome to [New Company Name]! We are officially one team. Following the merger between [Company A] and [Company B], we are excited to have you with us as we build our future together.

To ensure a smooth transition, please take note of the following next steps:

- **Onboarding Meeting:** Join our company-wide town hall on [Date] at [Time] via [Link/Location] to meet the leadership team.
- **Email and Systems:** Your new login credentials and email address will be active starting [Date]. Please follow the instructions sent to your current inbox to migrate your files.
- **Benefits Enrollment:** You will receive a package detailing your updated benefits and payroll information by [Date]. Action is required by [Deadline].
- **Manager Check-in:** Your direct supervisor will schedule a one-on-one meeting this week to discuss your role and immediate objectives.

We understand that mergers bring many questions. You can find a list of Frequently Asked Questions (FAQs) on the new company intranet at [URL] or contact the HR Integration Team at [Email Address].

Thank you for your dedication and patience during this exciting transition.

Best regards,

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