Dear [Employee Name],

We are pleased to officially welcome you to the newly formed [New Department Name] department. As previously announced, [Department A] and [Department B] have merged to better align our goals and improve our internal operations.

This merger brings together a wealth of talent and experience. Our primary objective during this transition is to ensure a smooth integration while maintaining our commitment to excellence. We believe this new structure will provide more opportunities for collaboration and professional growth for everyone involved.

What you need to know:

- **Reporting Structure:** Your new direct supervisor will be [Manager Name].
- **Office Location:** [Specify if the physical location has changed or remains the same].
- **Systems and Tools:** [Mention any immediate changes to software or workflows, or state if they remain the same].

In the coming days, we will hold a department-wide meeting on [Date] at [Time] via [Location/Link] to introduce the full team, outline our new strategic goals, and answer any questions you may have.

Your HR Business Partner, [HR Contact Name], is available to assist you with any specific concerns regarding your role or benefits during this transition. Please feel free to reach out to them at [Email/Phone Number].

We are excited about the future of the [New Department Name] team and are glad to have you with us.

Best regards,

[Your Name]
[Your Title]
[Company Name]