

[Date]

Subject: Welcome to [Company Name] - Exciting News Regarding Our Future

Dear [Employee Name/Team],

We are pleased to officially announce that [Acquiring Company Name] has completed the acquisition of [Target Company Name]. We are excited to welcome you to our team.

Our goal is to bring together the strengths of both organizations to better serve our customers and create new opportunities for our employees. While we understand that transitions can bring questions, we are committed to making this integration as smooth as possible.

What happens next?

- **Daily Operations:** For now, your daily reporting lines and responsibilities remain the same.
- **Information Sessions:** We will hold a town hall meeting on [Date] at [Time] via [Link/Location] to introduce our leadership team and discuss our vision.
- **Onboarding:** You will receive a follow-up email from the HR department regarding benefits, payroll, and administrative updates by [Date].

We chose to merge with [Target Company Name] because of the incredible talent and dedication of its people. We are thrilled to have you with us as we begin this new chapter together.

If you have immediate questions, please visit our internal FAQ page at [Link] or contact [Email Address].

Welcome to the team!

Sincerely,

[Sender Name]

[Title]

[Company Name]