

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Subject: Notice of Transfer of Employment

Following the recent [Merger/Acquisition] between [Current Company Name] and [Acquiring Company Name], we are writing to formally notify you regarding the restructuring of your employment.

Effective [Effective Date], your employment contract will be transferred from [Current Company Name] to [New Company Name]. Please be assured that your continuous service date will be preserved and will remain as [Original Start Date].

As part of this transfer:

- **Role:** Your new job title will be [New Job Title].
- **Reporting Line:** You will report to [Manager Name/Title].
- **Compensation:** Your base salary will remain [Amount] per [Year/Month].
- **Location:** Your primary work location will be [Office Location/Remote].

All existing seniority, accrued vacation time, and benefits will be honored in accordance with the terms of the acquisition agreement. You will receive a new onboarding package detailing updated company policies and benefit providers by [Date].

Please sign and return the enclosed copy of this letter by [Deadline Date] to indicate your acknowledgement and acceptance of these transfer terms.

We look forward to your continued contributions during this transition.

Sincerely,

[Signature]
[Name of Authorized Signatory]
[Title]
[Company Name]

Employee Acknowledgment:

I, [Employee Name], accept the transfer of my employment as outlined above.

Signature: _____ Date: _____