[Date]

[Recipient Name]
[Recipient Title]
[Subsidiary Name]
[Address]

Dear [Recipient Name],

On behalf of [Parent Company Name], I am pleased to officially welcome [Subsidiary Name] to our corporate family.

We are excited about the opportunities this partnership brings. Our goal is to ensure a smooth transition while maintaining the unique strengths and culture that make your team successful. Over the coming weeks, we will begin the formal onboarding process to integrate our operations, systems, and communications.

Initial Onboarding Steps:

- **Kick-off Meeting:** Scheduled for [Date] at [Time] to introduce key leadership teams.
- **Resource Access:** Your IT department will receive instructions regarding shared platforms and internal portals.
- **Policy Review:** Documentation regarding combined benefits, branding guidelines, and reporting structures will be distributed by [Date].

Your primary point of contact during this integration will be [Integration Manager Name], who can be reached at [Email/Phone Number].

We look forward to achieving great things together. Welcome to the team.

Sincerely,

[Sender Name]
[Sender Title]
[Parent Company Name]