

From: Human Resources Department
To: All Employees

Date: [Insert Date]

Subject: Notification of Corporate Merger

Dear Team,

We are writing to inform you of an important development regarding our organization. As part of our ongoing commitment to growth and innovation, [Company Name] is excited to announce that we have entered into a merger agreement with [Merged Company Name].

This merger represents an opportunity to better serve our clients and provide increased value to our employees. In the coming weeks, additional details will be shared about the integration process and any changes that may affect daily operations.

We understand that you may have questions about how this merger will affect you. Please be assured that we are committed to keeping you informed and supporting you throughout this transition. Your department managers and the Human Resources team are available to address any immediate concerns.

Thank you for your dedication and contributions to [Company Name]. We look forward to a successful future together.

Sincerely,

[Name]

[Title]

Human Resources Department

[Company Name]