

Employee Notification - Formal Acquisition Announcement

Subject: Important Company Announcement - Acquisition Update

Dear Team,

We are writing to inform you of a significant development in our company's journey. Effective [Date], [Acquiring Company Name] has completed the acquisition of [Acquired Company Name].

This strategic decision aligns with our long-term vision and will enhance our capabilities to serve our customers better. We understand that news of this nature may raise questions about your role, benefits, and the future direction of our operations.

Please be assured that we are committed to maintaining the high standards and values that have made our company successful. Your employment status remains unchanged, and we will provide detailed information about any transitions in the coming weeks.

A comprehensive Q&A session will be held on [Date] at [Time] in [Location]. We encourage all employees to attend and share any concerns or questions you may have.

We appreciate your continued dedication and look forward to this exciting new chapter together.

Best regards,

[CEO Name]

Chief Executive Officer

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