

Internal Leadership Transition - Executive Team Communication

Subject: Leadership Transition and Integration Plan Following Acquisition

Dear Executive Team,

Following the successful completion of our acquisition by [Acquiring Company Name], I want to outline the leadership structure and integration timeline for the combined organization.

Effective [Date], the following leadership changes will take effect:

- [Position]: [Name] - [Responsibility]
- [Position]: [Name] - [Responsibility]
- [Position]: [Name] - [Responsibility]

The integration process will be conducted in three phases over the next [timeframe]:

Phase 1: Systems and process alignment

Phase 2: Team integration and culture blending

Phase 3: Strategic initiative implementation

Each department head will receive detailed integration plans and will be responsible for communicating changes to their respective teams. Weekly leadership meetings will be held every [day] at [time] to monitor progress and address any challenges.

Your leadership during this transition is crucial to our success. Please feel free to contact me directly with any concerns or suggestions.

Best regards,

[Name]

Chief Executive Officer

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