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Professional Writing ENC3213G3  
March 9, 2025

Employees  
456 Employee Lane

March 17, 2025

Dear Team,

I'm thrilled to share some exciting news with all of you. After thorough planning and consideration, we are pleased to announce that we have entered into a merger with another leading organization in our industry. This strategic move will enable us to combine our strengths, enhance our capabilities, and unlock even greater growth opportunities.

We recognize that change can raise questions, and we want to address some of the concerns that have surfaced. First and foremost, I want to reassure you that no layoffs are planned as part of this merger, and there will be no changes to employee compensation. This merger is about enhancing the value of our collective talent, and we are fully committed to supporting each of you as we move forward together.

As we integrate with our new partners, there will be some necessary retraining to ensure everyone is equipped with the tools and knowledge needed to thrive in this new structure. We are dedicated to providing all the resources you need to succeed during this transition.

In addition, we will be moving to a new office space, which will be shared with our new colleagues. While the space is still being prepared and specific office assignments have not yet been finalized, we're working hard to create an environment that fosters collaboration, innovation, and a positive work culture. We will keep you updated as the details unfold.

We are confident that this merger will create new opportunities for success and innovation, allowing us to build on the combined expertise and strengths of both teams. Together, we will lay a stronger foundation to achieve our long-term goals. Thank you for your continued dedication and hard work. We look forward to making this transition a success and growing together in exciting new ways.

If you have any questions or concerns, please don't hesitate to reach out to your manager or our HR department. We are here to support you every step of the way.

Very truly yours,

Kaitlyn Martinez