Autumn Massey  
1234 E HWY 92, Suite 4, Caramel, FL 12345

All Employees of Basgaith Corp.

11/19/2023

Dear Employees,

Your hard work and dedication to this company has paid off. We are excited to officially announce the upcoming merger with Poromial Inc. This merger will help us to increase sales and promote our message to new customers. Merging our two companies will allow you to have increased PTO, longer lunch periods, and lower daily workloads.

There will be no jobs or salary cuts. You will be provided with additional training while we await the readiness of the new office. The new location will be shared by the new team. Personal office spaces will be retained throughout this transition.

Your dedication to this company has provided this opportunity to grow and increase our reach. On behalf of the company, I want to thank you for all that you do.

Very truly yours,

Autumn Massey