

Merging memo term paper samples

[Business](#), [Company](#)



Re: Merging Memo

There has been speculation that the organization is to merge with another organization. I hereby confirm to you that these allegations are true. We have recently merged with our main competitor meaning that some of the ways of which certain procedures are handled will be changed. I would also like to inform you that no employee in our organization will be laid as a result of the merging. Therefore I would like to take this opportunity to tell all of our employees that all is well and that there is no need for panic.

Starting from the next month, changes are expected to take place in the organization. As you all know, merging results in the combination of both of the heads of the two organizations. This means that there must be an agreement of how operations will be conducted. This may result in the change of our organization structure or we may uphold our current structure. In case of any change, I would like to inform all of you that none of the employees will lose their jobs or end up being downgraded as a result of these.

Also, certain employees are expected to change their working locations to the new headquarters that will be availed to as soon. This means that corporation is required among the employees once they are transferred. Also, the management is expecting to have new employees who will be transferred from our sister company to come work with us. This means that the remaining employees are expected to cooperate with the new employees and make them feel welcome.

In case of any changes, we will notify you in advance. Lack of corporation will lead to violation of the employment work ethics hence the violators will be

held responsible.

Thanks Again.