Memorandum

TO: All Employees

FROM: Your Full Name, CEO, Software Innovations

DATE: Today’s Date

SUBJECT: Company Visit

As you know, our company is in the process of acquiring one of our competitors, Tech Solutions. Starting next week, representatives from Tech Solutions will be visiting a different department each day. The following is the schedule of visits from Tech Solutions as well as a brief description of what they will be discussing.

On Monday, the team from Tech Solutions will be visiting the Human Resources Department to discuss benefits and compensation packages. On Tuesday, they will be visiting the Finance Department to discuss the different positions available. On Wednesday, they will be visiting the Sales Department to discuss current and future accounts. On Thursday, they will be visiting the Marketing Department to learn our successful marketing strategies. Finally, on Friday, they will be visiting the Tech Department to identify any overlap we may have in staffing.

I know that you will all help me to welcome Tech Solutions to our company. Please be available on the above days to answer any questions they may have. I hope that together we can make this transition as seamless as possible for our new employees from Tech Solutions.