

<<Company>> All Hands Meeting

Subject: Acquisition of CompanyX

Presenter: <<Name>>, CEO

Date/Time: Monday, April 8, 8 a.m. MT

Run of Show: CompanyX Acquisition All-Hands Meeting

Visual	Script
Welcome Slide	<p><i>Hello everyone! Thank you for taking the time to join me today. I know that it's late for some of you and early for others, so let's get right to it.</i></p> <p><i>I have some exciting news to share with you today. As you know, we are in a period of rapid growth, with 13 acquisitions over the past five years. With that in mind, I'm pleased to announce that we are acquiring CompanyX.</i></p>
CompanyX Overview Slide	<p><i>CompanyX is a tech company based in San Francisco, CA. With more than 500 employees, they are a powerhouse in our space.</i></p> <p><i>You can see here their areas of expertise and how they fit with our mission.</i></p>
CompanyX Strengths Slide	<p><i>This acquisition will nearly double the size of our organization, allowing us to offer a more comprehensive suite of solutions to our clients while also expanding our market presence.</i></p> <p><i>Culturally, CompanyX aligns with <<Company>> and our focus on delivering high-quality solutions and exceptional service. They also share our commitment to excellence, customer satisfaction, and innovation.</i></p>
My Commitment to You Slide	<p><i>As we all know, change is inevitable with an acquisition and this one in particular will have some significant impacts.</i></p> <p><i>We'll be bringing in leadership team members from CompanyX as well as restructuring some of our departments to better align our two teams. We'll also be merging best practices from both companies.</i></p>

Visual	Script
	<p><i>While change is not always easy, it's a part of growing and advancing our company mission. I want to assure you that I'll keep you informed as changes are made, including the rationale behind those changes.</i></p> <p><i>This merger is bringing together two incredibly talented teams, and we want to ensure we are acting in your best interests.</i></p>
<p>More Information Slide (QR code with intranet site/screen shot of new site)</p>	<p><i>For more information, check out our new dedicated page on the intranet that shares more about this acquisition and answers frequently asked questions. Make sure you bookmark this page, as it'll be updated often. There's also a link on the site to submit additional questions you may have.</i></p>
<p>Thank You Slide</p>	<p><i>Again, I want to thank all of you for joining me today and for everything you do to make <<Company>> the amazing company that it is. I look forward to sharing more information soon. Enjoy the rest of your day!</i></p>