

****Internal Memo****

****To:**** All Employees

****From:**** [Your Name], [Your Position]

****Date:**** [Insert Date]

****Subject:**** Change of Company Name

Dear Team,

I am writing to inform you that effective [effective date], our company will officially be changing its name from [Old Company Name] to [New Company Name]. This change reflects our commitment to [brief reason for name change, e.g., evolving business goals, rebranding efforts, etc.]. Please note the following important details:

1. ****Implementation Date:**** The new company name will be in use as of [effective date].

2. ****Communication:**** All email signatures, business cards, and official documents will be updated to reflect the new company name.

3. ****Branding:**** Updated branding materials will be provided and will be available in the shared drive by [date when materials will be available].

4. ****Customer Notification:**** We will be informing our clients and stakeholders about this change on [date].

Should you have any questions or require further details, do not hesitate to reach out to me directly.

Thank you for your cooperation during this transition.

Best regards,

[Your Name]

[Your Position]

[New Company Name]

[Contact Information]