

[Full Name]

[City, State, Zip Code] | [Phone Number]

[Email Address] | [LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **HR Mergers and Acquisitions Leader** position at [Company Name]. With over [Number] years of experience spearheading global human capital strategies through complex organizational transitions, I am confident in my ability to drive cultural integration and operational synergy for your upcoming ventures.

Throughout my career, I have specialized in the full M&A lifecycle, including due diligence, organizational design, and post-merger integration (PMI). In my previous role at [Current/Previous Company], I led the HR workstream for a \$[Amount] acquisition, successfully harmonizing benefits, compensation structures, and retention programs for [Number] employees across [Number] countries. My focus remains on mitigating human capital risk while maintaining high engagement levels during periods of uncertainty.

My core competencies include:

- **Strategic Workforce Planning:** Aligning talent mapping with long-term business objectives.
- **Cultural Integration:** Implementing change management frameworks to blend disparate corporate identities.
- **Compliance & Governance:** Navigating TUPE, labor laws, and regulatory requirements in multi-jurisdictional deals.
- **Executive Stakeholder Management:** Advising C-suite leadership on organizational effectiveness and leadership selection.

I am particularly drawn to [Company Name] because of your recent [mention a specific company achievement or expansion]. I am eager to bring my expertise in scaling HR infrastructures to ensure your future acquisitions deliver maximum value and cultural stability.

I look forward to discussing how my background in HR M&A leadership can contribute to the continued growth of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Full Name]