

Notice of IT Equipment Upgrade

Dear [Employee/Team Name],

We are excited to inform you that our IT department will be conducting an upgrade of all computer equipment to enhance our operational efficiency and productivity. The upgrades will include new hardware and updated software to ensure optimal performance.

Upgrade Schedule

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Location:** [Office Location]

What You Need to Know

During the upgrade, you may experience brief interruptions in service. Our IT team will work diligently to minimize downtime and complete the process as quickly as possible.

Next Steps

1. Please back up all important files before your scheduled upgrade.
2. Notify the IT department if you have any specific needs or concerns.

If you have any questions, feel free to reach out to the IT support team at [IT Support Email/Phone]. Thank you for your cooperation and understanding as we work to improve our IT capabilities.

Sincerely,

[Your Name]

[Your Position]

[Company Name]