

# Notification of IT Network Upgrade

Dear [Employee's Name],

We would like to inform you that our IT department will be conducting a network upgrade on [Date] from [Start Time] to [End Time]. This upgrade is aimed at improving the overall performance, security, and reliability of our network.

During this period, there may be intermittent disruptions to internet and intranet services. We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our network capabilities.

If you have any concerns or require assistance, please do not hesitate to reach out to the IT support team at [IT Support Contact Information].

Thank you for your cooperation.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]