

# Testing and Exercise Schedule for Business Continuity

**Date:** [Insert Date]

**To:** [Department/Team Name]

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

**Subject:** Upcoming Testing and Exercise Schedule

Dear Team,

As part of our commitment to ensure business continuity, we will be conducting a series of tests and exercises. Below is the schedule for these events:

Date	Activity	Duration	Location	Participants
[Insert Date]	Tabletop Exercise	2 hours	Conference Room A	All Department Heads
[Insert Date]	Disaster Recovery Drill	4 hours	IT Department	IT Team, Management
[Insert Date]	Business Continuity Plan Review	1 hour	Online	All Employees

Please ensure your availability and preparedness for these activities. Your participation is crucial in enhancing our resilience as an organization.

If you have any questions or need further clarification, do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]