

Notification of ERP Software Upgrade

Dear [Employee/Team Name],

We are pleased to inform you that our ERP software will be upgraded on [Date]. This upgrade is aimed at enhancing our current system's performance and providing you with improved features and functionalities.

The upgrade process will begin at [Start Time] and is expected to conclude by [End Time]. During this time, access to the ERP system may be temporarily unavailable. We appreciate your understanding and patience during this transition.

Key benefits of this upgrade include:

- Improved user interface
- Enhanced reporting capabilities
- Increased system security
- New functionalities to streamline operations

If you have any questions or require further assistance, please do not hesitate to contact the IT department at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]