

Device Upgrade Timeline Notification

Dear [Employee/Team Name],

We are pleased to inform you about the upcoming upgrade to your devices. Below is the timeline for the device upgrade process:

Upgrade Timeline:

- **Date of Announcement:** [Insert Date]
- **Device Selection Phase:** [Insert Start Date] to [Insert End Date]
- **Device Distribution:** [Insert Start Date] to [Insert End Date]
- **Training Sessions:** [Insert Date] - [Insert Date]
- **Support Period:** [Insert Start Date] to [Insert End Date]

Please ensure that you prepare for the transition during this period. If you have any questions or concerns, feel free to contact [Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]