

Scheduled Systems Upkeep Notification

Dear [Team/Employee Name],

We would like to inform you that a scheduled systems upkeep will take place on **[Date]** from **[Start Time]** to **[End Time]**. During this period, all systems may experience intermittent outages.

Please ensure that you save any ongoing work and log out from the systems before the scheduled time.

We appreciate your understanding and cooperation in keeping our systems up to date and running smoothly.

If you have any questions or concerns, please do not hesitate to reach out to the IT department.

Thank you,

[Your Name]

[Your Position]

[Your Contact Information]

[Company Name]