

System Upgrade Timetable

Dear Team,

We are excited to inform you that a system upgrade is scheduled to take place in the upcoming weeks. Please find the timetable below:

Upgrade Schedule

Date	Time	Activity	Duration
March 1, 2023	10:00 AM	System Backup	2 hours
March 1, 2023	12:00 PM	System Upgrade	4 hours
March 1, 2023	4:00 PM	System Testing	2 hours
March 2, 2023	9:00 AM	User Training	3 hours

We appreciate your cooperation and understanding during this upgrade process. If you have any questions or concerns, please do not hesitate to reach out.

Best regards,

Your IT Department