

System Upgrade Notification

Dear Users,

We would like to inform you that the IT department will be performing a scheduled system upgrade on **[Date]** from **[Start Time]** to **[End Time]**. During this time, access to certain systems and applications may be limited or unavailable.

This upgrade is essential to improve system performance, security, and user experience. We appreciate your understanding and cooperation during this process.

If you have any questions or concerns, please do not hesitate to reach out to the IT helpdesk at **[Helpdesk Email/Phone Number]**.

Thank you for your attention.

Best regards,

IT Department