

# Data Backup Notification

Dear [Employee's Name],

This is to inform you that a scheduled data backup will occur on [Date] at [Time]. Please ensure that all relevant files are saved and no ongoing work is interrupted during this time.

The backup is essential to maintain the integrity and security of our data. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]