

Internal Memo

To: All Staff

From: IT Department

Date: October 15, 2023

Subject: Upcoming Content Management System Upgrade

Dear Team,

We are excited to announce an upcoming upgrade to our Content Management System (CMS) scheduled for October 30, 2023. This upgrade is part of our commitment to enhance our digital capabilities and improve user experience.

Please be aware that during the upgrade process, there may be temporary disruptions to CMS access. We advise all team members to save their work and be prepared for a brief downtime.

Details of the upgrade:

- **Date:** October 30, 2023
- **Duration:** 8:00 AM - 5:00 PM
- **Features:** Enhanced security, improved interface, new functionalities

Further information and training sessions will be provided in the following weeks. Your cooperation and understanding during this transition are greatly appreciated.

Thank you!

Best regards,

The IT Department