

ERP System Upgrade Notification

Dear Team,

We are excited to announce that we will be upgrading our ERP system to enhance performance and improve user experience. This upgrade is scheduled for **[Insert Date]**.

The new system features include:

- Improved data processing speed
- Enhanced security measures
- New user-friendly interface

Please note that the system will be unavailable from **[Start Time]** to **[End Time]** during the upgrade process. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our systems.

For any questions or concerns, please feel free to reach out to the IT department.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Position]
[Your Company]