

MEMORANDUM

To: All Employees

From: Facility Management

Date: [Insert Date]

Subject: Temporary Power Service Interruption

Dear Team,

This memo is to inform you of a scheduled power service interruption that will take place on [Insert Date and Time]. This interruption is necessary for [Insert Reason for Interruption, e.g., maintenance, upgrade].

The power outage is expected to last approximately [Insert Duration]. During this time, all non-essential electronic devices should be powered down and unplugged to prevent damage.

Please plan accordingly and ensure that any critical tasks are completed in advance. If you have any questions or require assistance, do not hesitate to reach out to the Facility Management team.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

Facility Management