

System Upgrade Notification

Dear Team,

We would like to inform you that a system upgrade will take place on **[Date]** from **[Start Time]** to **[End Time]**. During this period, access to the system will be temporarily unavailable.

This upgrade is essential to enhance system performance and security. We appreciate your understanding and cooperation during this transition.

If you have any questions or concerns, please do not hesitate to reach out to the IT department.

Thank you for your attention.

Best regards,

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