

System Upgrade Reminder

Dear Team,

This is a reminder that the scheduled system upgrade will take place on **[Date]** at **[Time]**. Please be aware that during this time, access to the system will be temporarily unavailable.

We encourage everyone to save your work and log out of the system before the upgrade begins. The expected downtime is approximately **[Duration]**.

If you have 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]
[Company Name]