

# Routine Server Maintenance Reminder

Dear Team,

This is a reminder that we will be conducting our routine server maintenance on **[Date]** from **[Start Time]** to **[End Time]**.

During this time, access to our server may be intermittently unavailable. Please ensure that you save your work and log out before maintenance begins.

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

Thank you for your understanding.

Best regards,

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