

Network Downtime Notification

Dear Team,

We would like to inform you about the scheduled network downtime for essential maintenance. Please find the details below:

- **Date:** January 15, 2024
- **Start Time:** 12:00 AM EST
- **End Time:** 4:00 AM EST
- **Duration:** 4 hours
- **Reason:** Network infrastructure upgrades

During this time, network services will be unavailable. We recommend that you save your work and disconnect from the network to avoid any data loss.

We appreciate your understanding and cooperation.

Thank you,

IT Support Team