

**\*\*Internal Memo\*\***  
**\*\*To:\*\*** All Employees  
**\*\*From:\*\*** [Your Name]  
**\*\*Date:\*\*** [Insert Date]  
**\*\*Subject:\*\*** Upcoming System Update

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Dear Team,

We would like to inform you about an upcoming system update scheduled for [insert date and time]. This update aims to improve our system's performance and security features.

**\*\*Key Details:\*\***

- **\*\*Update Schedule:\*\*** [Date & Time]
- **\*\*Duration:\*\*** Approximately [X hours/minutes]
- **\*\*Affected Systems:\*\*** [List of systems affected]

**\*\*Action Required:\*\***

- Please save your work and log out of the affected systems by [insert time].
- Any tasks requiring system access should be completed before the update begins.

We appreciate your cooperation and patience during this time. If you have any questions or concerns, please contact the IT department at [insert contact information].

Thank you.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]