

Subject: Important: System Update Notification

Dear [Team/All Employees/Specific Department],

We would like to inform you that a scheduled system update will be taking place on [Date] at [Time]. This update is necessary to enhance our system's performance and security.

****Update Details:****

- ****Date:**** [Insert Date]

- ****Time:**** [Insert Time]

- ****Duration:**** Approximately [Insert Duration]

- ****Affected Systems:**** [List of Systems]

During this time, access to [specific applications or systems] will be temporarily unavailable. We recommend that you save any ongoing work and log out of the system prior to the update.

If you have any questions or concerns regarding this update, please do not hesitate to reach out to the IT Support team at [Contact Information].

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]