**Cloud Migration Project (Email)**

Hi Everyone,

I am pleased to announce to all of you that our company will soon be *migrating to the cloud*. Transitioning to the cloud means that we will be implementing some *positive* changes in business and communication, both within the company and with our clients - including the introduction of some new roles in all departments.

**The Benefits of Moving to the Cloud**

One major benefit of a cloud infrastructure is that we will be making use of innovativetechnologies which will allow everyone to be able to access, organize, and manipulate large amounts of data quickly and simultaneously. All employees will be able to share and access data in real time which will prevent errors and the problems with duplication of data.

**What to Expect**

To make the transition a smooth and enjoyable one, we will be conducting informational and training sessions for all employees.

**Informational Sessions**

General Informational sessions will be offered to all employees and will take place from Wednesday October 1st through Friday October 3rd. These sessions will introduce every employee to information about the new system. It will give everyone an idea of *how* the different departments will be operating in new ways and will aid in the general rapport and communication throughout the company. During these sessions we will address all questions and concerns that you may have about the new system.

**Time of Migration**

The Cloud Migration will take place on Saturday, October 4th and will be completed over the weekend.

**Training Sessions**

Training sessions will be offered for each individual department and will begin on Monday, October 6th. Each department will receive an emailed schedule of the training sessions which will be conducted during business hours. We will have a team member in every department, who is already familiar with the new system, available to coach and answer any questions.

You will receive emails with additional information as the time for the migration approaches. We hope it will be a smooth and enjoyable process for everyone.

Best Regards,

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