

# INTERNAL MEMORANDUM

**Date:** 21 January 2026  
**To:** All Staff  
**From:** IT Department  
**Subject:** Scheduled System Maintenance

Please be advised that scheduled maintenance will be performed on our document management system on Saturday, 25 January 2026, from 6:00 AM to 12:00 PM EAT.

During this time, the following services will be temporarily unavailable:

- Document upload and download
- Search functionality
- Workflow processing

We apologize for any inconvenience and appreciate your understanding as we work to improve system performance and reliability.

For any questions, please contact the IT helpdesk.