As part of our ongoing efforts to maintain robust and secure IT infrastructure, the Technical Department will be conducting system administration tasks and updates. These activities are scheduled to take place from [start date] to [end date].

During this period, you may experience minimal disruption or changes to your access or system performance. Our team will ensure that any necessary updates are implemented smoothly to minimize impact on your work.

If you encounter any unexpected issues or have concerns during this process, please do not hesitate to contact our System Administration team at [contact information]. They will be available to assist you promptly.