

Important Notice: Annual Maintenance Closure

DocuPal Demo, LLC will be closed for annual maintenance from December 24, 2024, through January 1, 2025. Please review the following details to ensure a smooth transition.

Key Dates

- **Closure Period:** December 24, 2024 – January 1, 2025
- **Urgent Task Deadline:** December 23, 2024
- **Post-Closure Meeting:** January 2, 2025

Work Arrangements

During the closure, all employees are expected to work remotely. Ensure that all urgent tasks are completed by December 23, 2024. Adjust your schedules accordingly to maintain productivity.

Important Information

- **Project Deadlines:** All project deadlines remain unchanged.
- **Mandatory Closure:** This closure is mandatory for all employees unless otherwise approved by their manager.
- **System Access:** System access may be limited during this period.

Communication

- **Preferred Channels:** Please use email, the company intranet, and team meetings for all communications.

Contact Information

For any questions or concerns, please contact:

- **Human Resources:** hr@docupaldemo.com or extension 555-1234
- **IT Support:** it@docupaldemo.com or extension 555-5678



Follow-Up

A post-closure meeting will be held on January 2, 2025, to discuss any issues and review the outcomes of the maintenance. Your attendance and feedback are highly valued.

Thank you for your cooperation in ensuring a successful maintenance period.

