



EMPLOYEE COMMUNICATION PACK

Data Centre move

naturalhr
A Moorepay Company

Introduction

Please use/edit the following wording to communicate the planned Natural HR system downtime to your employees.

Please note, we will be notifying your employees through our system in the lead up to the system downtime. Users trying to access the system during the downtime will also be notified.

Example communication

Dear colleagues,

Please be aware of upcoming scheduled downtime of your HR software.

This downtime will take place over the third weekend of March. This means between 9 am on Saturday 16 March and 6 am on Monday 18 March your Natural HR software will not be available.

This work has been scheduled over a weekend to minimise disruption. Should you try to access this system during this time you won't be able to log in.

Many thanks,

COMPANY NAME

Making payroll & HR easy

What next?

To find out how we can support your business, call us on +44 (0)121 663 1500 or visit www.naturalhr.com.

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