

## Sample 1: Additional Workstations



### Installation of Additional Workstations

 **Jim Madison** to: All Staff

04/09/20xx 4:12 PM

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Hi everyone,

Good news and bad news.

The additional workstations are ready for installation (good news), but that means we must shut the system down for several hours tonight (bad news) and maybe for a while tomorrow morning while the installation takes place and new directories are prepared. I'm counting on your cooperation and patience.

Please make sure workstations in your area are powered off at 5:00 p.m. today.

I'll be in touch soon to arrange meetings and seminars on the upgraded system.

Thanks,

Jimmy

Jim Madison

[jmxxxx@worldbank.org](mailto:jmxxxx@worldbank.org)

202.473.xxxx (w) | 202.522.xxxx (f)