

# Sample email to employees

## **We have a new IT provider!**

We are in the process of changing our IT service provider to Myrtec. <<add any information about the relationship or support provided to date>>. This transition date is occurring on <<date>> at <<time>>. Myrtec will take full responsibility for our IT systems from this time.

For any IT support from the transition date, please refer to Myrtec's contact details:

**Phone:** 02 9146 6330

**Email:** help@myrt.ec

Their business hours are as follows:  
08:00am to 5:00pm – Monday to Friday

See attached PDF Support Brochure.

We appreciate your professionalism and cooperation in dealing with this matter.

Kind regards,  
<<signature>>