

Notice of Internet Outage

Dear Team,

We would like to inform you that there will be an internet outage on **[Date]** from **[Start Time]** to **[End Time]**. This outage is necessary to perform essential maintenance on our network.

During this time, you may experience disruptions to your work including the inability to access the internet or internal systems. We recommend that you plan accordingly and save your work frequently.

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions, please do not hesitate to reach out to the IT department.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]