

Server Outage Notification

Dear Associates,

We want to inform you about a temporary server outage that has affected our systems. The outage began on **[Start Date/Time]** and is expected to be resolved by **[Estimated Resolution Date/Time]**.

During this period, you may experience interruptions in access to our applications and services. We are actively working to resolve the issue and minimize any impact on your work.

We appreciate your understanding and patience during this time. Please refrain from attempting to access the affected systems until we confirm they are back online.

For urgent matters, feel free to reach out to your direct supervisor or the IT department at **[IT Contact Email/Phone]**.

Thank you for your cooperation.

Best regards,

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