

IT Service Shutdown Announcement

Dear [Team/Department Name],

We would like to inform you that there will be a scheduled shutdown of IT services on [date] from [start time] to [end time]. This is necessary to perform essential maintenance and upgrades to our systems.

During this time, you may experience interruptions in access to the following services:

- [Service 1]
- [Service 2]
- [Service 3]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our IT infrastructure. If you have any questions or concerns, please feel free to reach out to the IT team at [contact information].

Thank you for your cooperation.

Sincerely,

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