

# Notification of On-Call Service Closure

Dear [Team/Staff/Clients],

We would like to inform you that our on-call service will be temporarily closed starting from [starting date] to [ending date]. During this period, we will not be able to provide the usual on-call support.

If you have any urgent matters, please contact [alternate contact information] or reach out to [specific team/department] for assistance.

We apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]