

Notice of IT Infrastructure Downtime

Dear [Team/All Employees],

We would like to inform you that there will be a scheduled downtime for our IT infrastructure on [Date] from [Start Time] to [End Time]. This downtime is necessary to [reason for downtime, e.g., perform maintenance, upgrade systems, etc.].

During this period, you may experience interruptions in access to [list systems/services affected, e.g., email, internal portals, etc.]. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or concerns, please feel free to reach out to the IT support team at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]