

Notice of Unexpected IT Disruption

Date: [Insert Date]

Dear [Employee/Team Name],

We regret to inform you that we are currently experiencing an unexpected IT disruption that is affecting our systems and services. Our technical team is actively working to resolve the issue as quickly as possible.

We understand that this may cause inconvenience and appreciate your patience during this time. Please refrain from accessing any IT services until further notice.

If you have any urgent matters or require immediate assistance, please contact [Contact Information]. We will keep you updated as we work to resolve this issue.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]