

# Dear Team,

We hope this message finds you well. We want to address the recent IT outage that affected our operations on [insert date]. We understand the inconvenience it may have caused to your workflow and productivity.

As a result of the outage, we will be implementing a compensation plan to recognize the challenges you faced during this period. This will include:

- An additional [insert number] hours of paid leave to those impacted.
- Opportunity for flexible working hours for the next [insert timeframe].
- A potential bonus for exceptional work that continued despite the challenges.

We value your hard work, dedication, and patience during these trying times. Please feel free to reach out if you have any questions or concerns regarding this compensation plan.

Thank you for your understanding and continued commitment.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]