

# IT System Offline Notification

Dear Team,

We would like to inform you that our IT system will be offline for maintenance.

## Schedule:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]

During this time, access to the system will be unavailable. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns, please do not hesitate to contact the IT department.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]