

IT Service Discontinuation Notification

Date: [Insert Date]

To: [Recipient Name]

Department: [Recipient Department]

Email: [Recipient Email]

Dear [Recipient Name],

We are writing to inform you that the [specific IT service name] will be discontinued effective [discontinuation date]. This decision has been made as part of our ongoing efforts to optimize our IT services and align them with our current operational needs.

We appreciate your understanding and support during this transition. Should you need assistance with alternative services or have questions regarding the discontinuation, please do not hesitate to reach out to our IT support team at [IT support email] or call us at [IT support phone number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]