

Notice of IT Service Termination

Date: [Insert Date]

Dear [Team/Employees/Specific Name],

We are writing to inform you that effective [Insert Termination Date], the following IT service will be terminated: [Insert Service Name]. This decision has been made after careful consideration and is part of our ongoing efforts to optimize our IT resources.

Please ensure that any unresolved issues related to this service are addressed prior to the termination date. If you have any questions or require assistance, do not hesitate to reach out to the IT department.

We appreciate your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]