

MEMO

To: [Recipient Name]

From: [Your Name]

Date: [Current Date]

Subject: Ceasing Outmoded Telecom Service Provisions

Dear [Recipient Name],

This memo serves to inform you that effective [Ceasing Date], we will be discontinuing the provisions of our outmoded telecom services currently in place. This decision has been made after careful consideration of our service offerings and the need to transition to more advanced solutions that align with our operational goals.

We recognize that this change may impact your current operations, and we are committed to making this transition as smooth as possible. Please reach out to the IT department for assistance in migrating to the new services, which will enhance functionality and improve user experience.

We appreciate your understanding and cooperation during this period of transition.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]