

Product Discontinuation Notice

Date: [Insert Date]

To: Board Members

From: [Your Name] [Your Title]

Subject: Notice of Product Discontinuation

Dear Board Members,

We regret to inform you that after careful consideration, we have decided to discontinue the [Product Name], effective [Effective Date]. This decision was made based on a thorough analysis of market trends, sales performance, and customer feedback.

This discontinuation will allow us to allocate our resources more effectively towards our more profitable and innovative products. We assure you that our team will work closely to ensure a smooth transition for our customers and stakeholders.

We thank you for your understanding and support in this matter. Should you have any questions or require further details, please feel free to reach out.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Contact Information]