

# Internal Communication: Product Discontinuation

Date: [Insert Date]

Dear Team,

We hope this message finds you well. We regret to inform you that after careful consideration, the company has decided to discontinue the [Product Name] effective [Discontinuation Date]. This decision comes as part of our ongoing efforts to streamline our product offerings and focus on our core business areas.

We understand that this decision may come as a surprise, and we want to assure you that it was not made lightly. We value your hard work and dedication, and we will do our best to support you through this transition.

For customers who have purchased [Product Name], we will ensure they receive the necessary support and information regarding the discontinuation. A detailed transition plan will be shared with the relevant teams.

If you have any questions or concerns regarding this decision, please do not hesitate to reach out to your manager or the HR department.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]