

Project Shutdown Notification

Date: [Insert Date]

Dear Team,

We regret to inform you that after careful consideration and evaluation, we have decided to officially shut down the [Project Name] project, effective [Insert Shutdown Date]. This decision was not made lightly and was influenced by [brief explanation of reasons].

We want to take this opportunity to thank each one of you for your hard work, dedication, and contributions to this project. Your efforts have been invaluable, and we appreciate everything you have done.

We encourage you to reach out to your managers if you have any questions or concerns regarding this transition. We are committed to supporting you during this process and will provide the necessary resources for your next steps.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]