

Notice of IT Service Cessation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that effective [Cessation Date], we will be discontinuing our IT services provided to your organization. This decision comes as part of our ongoing effort to streamline operations and focus on core offerings.

We sincerely appreciate the opportunity to serve you and are committed to ensuring a smooth transition. Please find enclosed a detailed transition plan outlining the steps we will take to minimize disruption.

If you have any questions or require further assistance, do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]