

IT Service Closure Announcement

Dear [Team/Staff/Employees],

We hope this message finds you well. We are writing to inform you that the [Specific IT Service/Platform] will be officially closed on [Closure Date]. This decision has been made after careful consideration and evaluation of our current IT infrastructure and service offerings.

We understand that this service has been integral to your daily activities, and we would like to assure you that we are committed to making this transition as seamless as possible. We encourage you to use alternative solutions such as [Alternative Solutions] that will be available to you moving forward.

If you have any questions or need assistance regarding this change, please do not hesitate to contact the IT support team at [Contact Information]. We appreciate your understanding and support during this transition.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]