

Notification of Ending On-Call Services

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We would like to formally notify you that, effective [Insert End Date], our on-call services will be discontinued. This decision has been made after careful consideration and aligns with our current operational needs.

We appreciate your understanding and support during the period when these services were active. Should you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]