

On-Call Service Cessation Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notice of Cessation of On-Call Services

Dear [Recipient's Name],

We are writing to formally notify you that, effective [Insert Cessation Date], we will be ceasing our on-call services. This decision has not been made lightly and comes after careful consideration of our current operational capacity.

We appreciate the trust you have placed in us and want to ensure a smooth transition. Please let us know how we can assist you during this period.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]