

Notice of On-Call Service Discontinuation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that, effective [Insert Effective Date], we will be discontinuing our on-call service. This decision was not made lightly and has been considered with the utmost care.

We appreciate the opportunity to have served you in this capacity and are committed to ensuring a smooth transition. If you have any urgent requirements or need assistance during this period, please feel free to reach out to us at [Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]