Subject: Notification of Server Decommissioning

Dear [Team/Department Name],

We would like to inform you about the upcoming decommissioning of the server [Server Name or ID], which is scheduled for [Date]. This decision has been made as part of our ongoing efforts to optimize our IT infrastructure and enhance overall performance.

Key Details:

- **Decommissioning Date:** [Date]
- **Time:** [Time, including Time Zone]
- **Reason for Decommissioning:** [Brief explanation]

Impact:

Please note that during the decommissioning process, the services hosted on this server will be unavailable. We recommend that you take necessary precautions and back up any critical data before this date.

Next Steps:

1. Backup any vital information stored on the server.
2. Transition any ongoing projects or services to alternative servers by [Transition Deadline].
3. Contact the IT helpdesk at [Helpdesk Email/Phone] for assistance or questions.

Thank you for your attention to this matter. We appreciate your cooperation as we make these important changes.

Best regards,

[Your Name]
[Your Position]
[Your Company/Department]
[Contact Information]