

Server Decommissioning Confirmation

Date: [Insert Date]

To: IT Team

Subject: Confirmation of Server Decommissioning

Dear Team,

This letter serves as a formal confirmation regarding the decommissioning of the following server:

- Server Name: [Insert Server Name]
- Server ID: [Insert Server ID]
- Decommissioning Date: [Insert Date]
- Reason for Decommissioning: [Insert Reason]

Please ensure that all data from the server has been backed up and any necessary migrations have been completed prior to the decommissioning date.

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]