

Server Decommissioning Follow-Up Actions

Dear [Recipient's Name],

As part of our recent server decommissioning process, we would like to ensure that all necessary follow-up actions are addressed effectively. Below is a summary of the actions that need to be taken:

Follow-Up Actions:

- **Data Backup Confirmation:** Ensure that all necessary data has been backed up and stored securely.
- **Access Revocation:** Remove access permissions for all users from the decommissioned server.
- **Hardware Disposal:** Confirm the proper disposal of server hardware in accordance with company policies.
- **Documentation Update:** Update system documentation to reflect the decommissioning of the server.
- **Inform Stakeholders:** Notify relevant stakeholders about the decommissioning status and any action items they need to address.

Please confirm the completion of these actions by [due date]. If you have any concerns or require assistance, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]