Server Decommissioning Impact Assessment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Server Decommissioning Impact Assessment

Dear [Recipient's Name],

As part of our ongoing efforts to optimize our IT infrastructure, we are planning to decommission the following server:

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

Impact Assessment

This assessment aims to identify potential impacts resulting from the decommissioning of the above server:

1. Affected Services

- [List of Services Affected]

2. Data Management

[Data migration or backup plans]

3. Stakeholders

- [Department/Team 1 - Contact Person]
- [Department/Team 2 - Contact Person]

4. Risks and Mitigations

[List of identified risks and mitigation strategies]

5. Next Steps

[Outline next steps for stakeholders]

We appreciate your cooperation and support as we move forward with this decommissioning process. Please feel free to reach out if you have any questions or require further information.

Thank you.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]