

# Server Decommissioning Justification

**Date:** [Insert Date]

**To:** [Management's Name]

**From:** [Your Name]

**Subject:** Justification for Server Decommissioning

Dear [Management's Name],

I am writing to propose the decommissioning of the [Server Name/ID], which has been in service since [Date of Service Start]. After conducting a thorough assessment, I believe that this action is both necessary and justified for the following reasons:

1. **Performance Issues:** The server has consistently shown declining performance, resulting in slower response times and increased error rates.
2. **Cost Savings:** Maintaining this server incurs unnecessary costs in terms of electricity, maintenance, and support. Decommissioning it will lead to significant savings.
3. **Security Risks:** The current server is outdated and lacks the necessary updates to protect against modern security threats. Its decommissioning will reduce our risk exposure.
4. **Resource Optimization:** Resources can be better utilized by reallocating workloads to more efficient servers or modern cloud solutions.

I recommend a phased approach to the decommissioning process, ensuring that all data is securely backed up and migrated to [proposed alternative solution] before complete shutdown.

Thank you for considering this proposal. I look forward to your feedback and approval to initiate the decommissioning process.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]