Server Decommissioning Notification

Date: [Insert Date]

Dear Stakeholders,

We would like to inform you that the following server will be decommissioned:

- **Server Name:** [Insert Server Name]
- **IP Address:** [Insert IP Address]
- **Decommissioning Date:** [Insert Date]

This action is part of our ongoing efforts to maintain and improve our IT infrastructure. Please note that all data on this server will be securely backed up and migrated to alternative systems prior to decommissioning.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]