

Server Decommissioning Process Overview

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Server Decommissioning Process Overview

Dear [Recipient's Name],

This letter serves to provide an overview of the server decommissioning process that will be undertaken for the following servers:

- Server Name: [Server 1]
- Server Name: [Server 2]
- Server Name: [Server 3]

Process Overview

1. Notification: Inform relevant stakeholders about the decommissioning schedule.
2. Data Backup: Ensure all data is backed up and stored securely.
3. System Decommissioning: Disable services and applications running on the server.
4. Hardware Destruction: Follow protocols for the secure destruction of hardware components.
5. Documentation: Complete decommissioning documentation and update asset records.

Please ensure that all necessary preparations are made in advance of the scheduled decommissioning date. If you have any questions or require further details, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]