

Server Decommissioning Announcement

Dear Team,

We would like to inform you about the upcoming decommissioning of our server, **Server Name**. Below is the timeline for this process:

Decommissioning Timeline

- **Date of Announcement:** October 1, 2023
- **Final Backup:** October 15, 2023
- **End of Service:** October 31, 2023
- **Decommissioning Date:** November 5, 2023

Please ensure that all your data has been migrated and backed up before the mentioned dates. If you have any questions or need assistance, feel free to reach out to the IT support team.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]