

# Phase-Out Product Communication

**Date:** [Insert Date]

**To:** Sales Team

**Subject: Important Update on Phase-Out of [Product Name]**

Dear Team,

We are writing to inform you that, effective [Effective Date], [Product Name] will be officially phased out. After careful consideration, we have decided to discontinue this product due to [reason for phase-out, e.g., low sales performance, strategic shift, etc.].

**Key Dates:**

- **Last order date:** [Insert Date]
- **Last ship date:** [Insert Date]
- **Support period:** [Insert Date or Duration]

We encourage you to communicate this change to your clients proactively. Please assure them that we will continue to provide support and service for any outstanding orders until the end of the support period.

If you have any questions or need further information, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your cooperation in this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]