

Phase-Out Product Transition Notice

Dear [Staff Name],

We want to inform you that effective [Date], we will begin the process of phasing out the [Product Name]. This decision has been made after careful consideration of our business strategy and market demand.

During this transition period, we will ensure that all staff are supported and that you are equipped with the necessary resources and information regarding this change. Please find the details below:

- **Transition Timeline:** [Insert timeline details]
- **Support Resources:** [Insert details on support available]
- **Training Information:** [Insert details on training sessions]

We appreciate your understanding and cooperation as we navigate through this transition. We believe this will enable us to focus on more promising opportunities in our product line.

If you have any questions or concerns, please do not hesitate to reach out to your manager or the HR department.

Thank you for your continued dedication.

Sincerely,

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