

Product Discontinuation Notice

Date: [Insert Date]

To: All Employees

From: [Your Name/Your Position]

Subject: Notice of Product Discontinuation

Dear Team,

I hope this message finds you well. I am writing to inform you that we have made the difficult decision to discontinue the [Product Name] effective [Discontinuation Date]. This decision was not made lightly, and we appreciate the hard work and dedication each of you has contributed to this product.

The reasons for this decision include [briefly explain reasons such as low sales, market changes, etc.]. We believe this is the best course of action for the future of our company and to focus our resources on our core product offerings.

We understand that this may raise some questions. Please rest assured that we are committed to providing support to our team during this transition. We will host a meeting on [Meeting Date] to discuss this further and address any questions you may have.

Thank you for your understanding and continued hard work during this time of change. If you have any immediate questions, please feel free to reach out to me directly.

Best regards,

[Your Name]

[Your Position]

[Company Name]