

Software Decommissioning Alert

Dear [Team/Department Name],

We would like to inform you that the software application **[Software Name]** will be decommissioned on **[Decommissioning Date]**. This decision has been made due to **[reason for decommissioning]**.

Please ensure that all necessary data is backed up and that you transition to the alternative solution, **[New Solution Name]**, prior to this date.

If you have any questions or require assistance during this transition, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]