

Subject: Notification of Automated Workflow Integration Deactivation - [Project/System Name]

Dear [Recipient Name],

This letter serves as formal notification that the automated workflow integration between [System A] and [System B] associated with [Project Name/Department] is scheduled for offboarding.

**Deactivation Details:**

- **Integration ID:** [Integration ID Number]
- **Scheduled Deactivation Date:** [Date]
- **Reason for Offboarding:** [Reason - e.g., Project Completion, System Migration, Contract End]

**Impact Summary:**

Effective as of the deactivation date, the following actions will occur:

- Automated data transfers between the linked systems will cease.
- API keys and authentication tokens associated with this workflow will be revoked.
- Trigger-based notifications or actions will no longer execute.
- Access permissions for the service account [Account Name] will be removed.

**Required Actions:**

Please ensure that any manual data backups or final audits are completed prior to the deactivation date. If this integration is critical to other active processes not listed above, please contact the IT Integration Team at [Contact Email/Help Desk] immediately.

Thank you for your cooperation during this transition.

Best regards,

[Your Name]  
[Your Title]  
[Department Name]