

Software Development Project Cancellation Email

Subject: Project Termination - [Project Code Name]

Dear Development Team,

Following our strategic review meeting on [Date], I must formally announce the cancellation of the [Project Name] development initiative, effective [Date].

This decision reflects our company's pivot toward cloud-based solutions and the reallocation of resources to higher-priority products that better align with market demands and our long-term technological roadmap.

All team members currently assigned to this project will be transitioned to other active developments within our portfolio. HR will be reaching out individually to discuss new assignments and ensure smooth transitions without interruption to employment.

Please complete the following by [Date]:

- Submit all current code to the repository with detailed documentation
- Transfer any project-related intellectual property to the shared drive
- Complete knowledge transfer sessions for any specialized components

I want to acknowledge the exceptional work and innovation demonstrated throughout this project's development phase. While we cannot proceed with this particular initiative, the technical solutions and methodologies developed will inform future projects.

Team leads should schedule individual meetings with their team members to address questions and concerns. Please direct any technical questions to [Technical Lead] and administrative questions to [Project Manager].

Thank you for your dedication and adaptability during this transition.

Best regards,

[Your Name]

[Title]

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