**<Your company logo>**

**<Your company name>**

Communication for T-1



Template provided by the

AWS Large Migration Tiger Team

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Application owners:

As part of the migration to the <company> AWS Cloud, we will cut over the applications listed below tomorrow, **<month> <day>, <year>**.

As a reminder:

**Outage window and validation process:**

* The migration team will need 2 hours to cut over the applications. This is scheduled from 18:00−20:00 (UTC-5), unless an alternative time is listed in the table.
* By 20:00 (UTC-5), your application will be ready to test (During testing, the staging application will be down.)
* Application testing is scheduled for a 4-hour window from 20:00–24:00 (UTC-5). End users should not access the application during this time.

*Note: the total outage window to cut over and test your application is estimated to be 6 hours.*

* If you or your team uncover any issues during testing, the migration team will roll back to the original application and server environment and reschedule the application in a future release.

**Application owner actions:**

* **Please join the cutover meeting promptly at 18:00 (UTC-5).**
* Before joining the cutover meeting, shut down your application on the server (including the database).
* After you have successfully completed testing (20:00 – 24:00 on **<month> <day>, <year>**), respond to this email message (<email address>) and sign off on the successful migration.

If you have questions or comments related to this communication, send email to <email address>, and a member of the migration team will follow up with you shortly.

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| Release | Wave | Cutover date | Application | Server name | Application owner |
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