

Succession Planning Action Steps

Dear [Recipient's Name],

As part of our commitment to effective succession planning, we have outlined the following action steps:

1. Identify key roles within the organization.
2. Assess potential internal candidates for these roles.
3. Create individual development plans for identified candidates.
4. Implement mentoring and coaching programs.
5. Establish a timeline for progression and review.
6. Conduct regular check-ins and assessments of readiness.
7. Communicate the succession plan with stakeholders.

We believe these steps will ensure a smooth transition and continuity within our organization.

Best Regards,

[Your Name]

[Your Position]

[Company Name]