

Notice of CEO Succession Planning

Date: [Insert Date]

To: [Insert Board of Directors/Shareholders]

From: [Insert Your Name/Position]

Dear [Insert Recipient's Name],

I am writing to inform you about the succession planning process for the position of Chief Executive Officer (CEO) within [Company Name]. As part of our commitment to ensuring a smooth transition and continuity of leadership, we believe it is essential to have a clear plan in place.

In line with this policy, we are currently evaluating potential internal and external candidates who possess the necessary skills and leadership qualities to take on this vital role. This process will involve engaging with various stakeholders and utilizing metrics to assess the suitability of candidates.

We will keep you updated on our progress and intend to present our findings during the upcoming board meeting scheduled for [Insert Date]. Your insights and feedback will be invaluable during this process.

Thank you for your continued support as we work towards ensuring the future success of [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]