

Succession Planning Follow-up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-up on Succession Planning Discussion

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on our recent discussion regarding succession planning within our organization. Your insights were invaluable, and I believe we are on the right path to ensuring a smooth transition in key roles.

As a next step, I suggest we schedule a meeting to address the following points:

- Identification of potential candidates
- Training and development opportunities for selected individuals
- Establishing a timeline for implementation

Please let me know your availability for a meeting in the coming weeks. I look forward to continuing this important conversation.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]