

Succession Planning Objectives Clarification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Clarification of Succession Planning Objectives

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing commitment to effective succession planning, I would like to clarify our objectives and the framework we intend to use moving forward.

Objectives:

1. Identify key positions within the organization that require succession plans.
2. Develop competencies and skills required for each key position.
3. Establish a framework for identifying and developing internal candidates.
4. Implement continuous evaluation and feedback mechanisms for candidates.
5. Align succession planning with our overall business strategy and goals.

It is essential that we work together to ensure the success of this initiative. I would appreciate your feedback and any additional objectives you believe should be considered.

Thank you for your attention to this important matter. I look forward to our collaboration on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]