

Cross-Company Secondment Plan

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name], Chief Financial Officer

Subject: Secondment Plan for [Employee Name]

Dear [Recipient Name],

I am writing to propose a cross-company secondment plan for [Employee Name], who is currently working in the [Current Department/Role] at [Current Company]. The purpose of this secondment is to enhance cross-functional collaboration and to facilitate knowledge sharing between our companies.

Details of the Secondment Plan:

- **Employee Name:** [Employee Name]
- **Proposed Duration:** [Start Date] to [End Date]
- **Host Company:** [Name of Host Company]
- **Host Department/Role:** [Role at Host Company]

Objectives:

1. To leverage [Employee Name]'s expertise in [specific area].
2. To build stronger inter-company relationships.
3. To foster a culture of knowledge exchange.

Please review the proposed plan and share your thoughts. I believe this secondment will be advantageous to both companies and aid in achieving our strategic objectives.

Thank you for considering this proposal. I look forward to your feedback.

Sincerely,

[Your Name]

Chief Financial Officer

[Your Company]