

Succession Planning Discussion

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to initiate a discussion about succession planning within our organization. As we continue to grow and evolve, it is crucial that we identify and develop potential leaders who can step into key roles in the future.

Over the next few weeks, I would like to schedule a meeting to review our current succession plan and discuss any adjustments that may be necessary. During this meeting, we can explore potential candidates for leadership positions, the skills they may need to develop, and the support we can provide to ensure a seamless transition.

Your insights and expertise will be invaluable to this conversation, and I believe that together we can create a robust plan for our organization's future leadership.

Please let me know your availability for a meeting, and I will do my best to accommodate. Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Contact Information]