

Succession Planning Notification

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Dear [Recipient's Name],

As part of our ongoing efforts to ensure effective leadership and management within our government organization, we are implementing a succession planning strategy to identify and develop future leaders for key positions.

This letter serves to inform you that you have been identified as a potential candidate for succession planning consideration for the position of [Position Title]. We believe your skills and experience align well with the requirements of this role.

Our goals for the succession planning process include:

- Identifying high-potential employees for key positions
- Providing development opportunities for these individuals
- Ensuring a smooth transition in leadership roles

Your participation in this program will involve [brief description of participation process, e.g., training, mentorship, etc.]. We are committed to supporting your professional growth and ensuring our organization is well-prepared for the future.

If you have any questions or would like to discuss this further, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your dedication to our organization and your commitment to fostering a positive working environment.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]