

Succession Planning Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As part of our commitment to ensuring the long-term success and sustainability of [Company Name], we are initiating a succession planning process. This proactive approach will help us identify and develop new leaders to take our business into the future.

The objectives of our succession planning are as follows:

- To identify key positions within the company and potential successors.
- To create development plans for identified successors.
- To maintain business continuity and mitigate risks associated with turnover.

We believe that effective succession planning is vital for our ongoing success and we want to involve you in this process. Your insights and input are invaluable in identifying the strengths and potential of our team members.

We would like to schedule a meeting to discuss this initiative further and gather your thoughts. Please let us know your available times within the next week.

Thank you for your attention to this important matter. We look forward to collaborating with you to enhance our future leadership capabilities.

Sincerely,

[Your Signature (if sending via hard copy)]

[Your Typed Name]

[Your Position]