

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Board Members/Stakeholders],

As we continually strive to strengthen our organization and ensure our mission is sustained over time, I am pleased to present our Succession Planning Strategy. This strategic framework aims to develop and retain talent within our organization to foster leadership continuity and maintain the effectiveness of our programs.

Our objectives include:

- Identify key positions and roles critical to our mission.
- Develop internal talent through mentoring and training programs.
- Create a transparent and fair process for leadership transitions.
- Engage the board in strategic discussions regarding potential future leaders.

We are committed to investing in our staff and volunteers, ensuring that when transition challenges arise, we have a comprehensive plan to identify and cultivate leaders who are dedicated to our mission.

Please review the attached detailed strategy document, and I look forward to discussing this further at our upcoming board meeting.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Contact Information]