

Board Succession Timeline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Board Succession Timeline

Dear [Recipient's Name],

As part of our ongoing efforts to ensure effective governance and leadership continuity, we have developed the following timeline for the board succession process:

Board Succession Timeline

- **Month 1:** Identify potential board member candidates.
- **Month 2:** Conduct initial outreach and interviews with candidates.
- **Month 3:** Finalize candidate selection for board approval.
- **Month 4:** Conduct onboarding process for new board members.
- **Month 5:** Official appointment of new board members at the AGM.

We appreciate your cooperation and support in this important process. Please feel free to reach out if you have any questions or suggestions.

Best regards,

[Your Name]

[Your Position]

[Your Organization]