

SUCCESSION FRAMEWORK

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Date

John and Jane Doe

Address

City, ST Zip

Dear (personalize),

I would like to invite you to a dinner that will be hosted by our Leadership Team on (date). For the past (#) months we have been working through a preliminary strategy for my eventual retirement. Don't worry, though. It will still be a while before I officially step aside. We do, however, realize that transitions of this type are inevitable and we want to do everything possible to navigate that season when it is here. We are now at the point of our planning process where we would like the input of a select group of leaders within the ministry. Would you consider joining us? Your input would be appreciated.

We will be addressing the following areas:

Why we are talking about my eventual retirement now.

How we are planning to implement the succession plan.

What our core leaders can do to help in the process.

We are confident in the work we have put in so far, but realize the value of having other leaders speak into the process will be important as we finalize the plans. You can RSVP to (number) or (email). Letting us know your availability will help us plan for food and childcare as needed.

Thank you for your investment into God's Kingdom! I LOVE (ministry name) and am praying that God would give all of us the humility and wisdom needed to navigate my eventual transition well.

Event Details:

Date:

Time:

Location:

Retiring Leader

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