

To: [Executive Name/Board of Directors]

From: [Your Name/HR Department]

Date: [Insert Date]

Subject: Strategic Proposal: Internal vs. External Talent Benchmarking for [Position Name]

Dear [Name],

As part of our proactive succession planning for the [Position Name] role, I am proposing a comprehensive talent benchmarking exercise. This initiative is designed to ensure that we secure the highest caliber of leadership while minimizing transition risks for [Company Name].

The objective of this assessment is to evaluate our high-potential internal candidates against the current external market standards. By conducting a side-by-side comparison, we aim to:

- Identify critical skill gaps within our internal talent pool.
- Validate the readiness of internal successors against industry-leading peers.
- Mitigate bias and ensure objective decision-making for this key leadership role.
- Determine whether a "build" (developmental) or "buy" (recruitment) strategy is most effective.

Proposed Process:

1. **Internal Review:** Assessment of internal candidates' performance history and leadership potential.
2. **External Mapping:** Research of active and passive candidates currently holding similar roles in the industry.
3. **Comparative Analysis:** Benchmarking internal talent against external profiles based on technical expertise, leadership competencies, and cultural fit.

This exercise does not commit us to an external hire, but rather provides the data necessary to make an informed decision for the long-term stability of the organization.

I would like to schedule a brief meeting next week to discuss the timeline and the specific criteria for this benchmarking project.

Best regards,

[Your Name]

[Your Title]

[Company Name]