Date: [Insert Date]

To: [Insert Name of Key Person/Department Head]

From: [Insert Name/Board of Directors]

Subject: Notification of Approval: Key Person Business Continuity Policy

Dear [Insert Name],

This letter is to formally notify you that the **Key Person Business Continuity Policy** for [Insert Company Name] has been officially reviewed and approved by [Insert Governing Body/Board of Directors], effective as of [Insert Effective Date].

The purpose of this policy is to ensure organizational stability and operational resilience in the event of the unplanned absence or loss of personnel deemed critical to the company's success. As you have been identified as a "Key Person" under this policy, your role is central to our continuity planning.

Next Steps:

- **Policy Review:** Please review the attached copy of the approved policy to understand the procedures and succession protocols.
- **Documentation:** Ensure that your critical process documentation and emergency contact lists are updated and stored in the designated secure location.
- **Briefing:** A meeting will be scheduled on [Insert Date/Time] to discuss specific implementation steps and answer any questions regarding your role in this framework.

We appreciate your continued dedication to the company and your cooperation in strengthening our business resilience.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]