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Date as postmark

Dear Colleague

I am writing to make you aware that it is my intention to step down as the Chief Executive of YouthLink Scotland by the end of this calendar year.

I have just turned 65, my wife retired from the Health Service 2 years ago and I am now the proud grandfather of two.

I will still continue some involvement in the sector but feel it is time to step down from full time commitment.

The Board, with myself, will execute the succession plan and I have committed to stay until we have successfully completed the recruitment/ appointment and induction of my successor. It is likely that they may have a three month notice period hence the need to let the Board and members know my intentions at as early a stage as possible

I intend to work at full steam ahead and I am physically committed up to the November Board meeting on 22 November.

I have cherished every moment of my 12 plus years at YouthLink Scotland and my thanks to all of my colleagues, partners and funders for allowing me the privilege of sharing your working lives and enhancing mine. I hope we have managed together to improve the prosperity, life chances, ambitions and happiness of our young people in some way through our work and our belief in them.

I will be in touch with more details as they become available. Anyone who wishes an informal chat re the post please feel free to contact me. The interview process will be undertaken by the HR Committee of the Board which will include sector representatives as well as an HR specialist and Office Bearers.

Have a great summer.

With every good wish.
Yours sincerely

A handwritten signature in black ink that reads 'Jim Sweeney' in a cursive script.

Jim Sweeney MBE
Chief Executive