

Executive Resignation Crisis Activation Template

1. Executive Details

Name

Position

Resignation Date

2. Crisis Activation Team

Lead Contact

Team Members

3. Key Actions & Timeline

- Internal notification draft
- External communication plan
- Transition process details

Overview / Notes

4. Stakeholder Notification

Internal Stakeholders

External Stakeholders

5. Communication Plan

Message for Employees

Message for Media / Public

6. Next Steps

Immediate Actions

Long-term Mitigations