Firstname,

You have been designated as a High-Performer, High-Potential (HIPO) employee. Syniverse has a special obligation to HIPOs to see that they are developed and prepared for continued, challenging leadership roles in the company. I would like to talk to you about your professional development and solidify our discussions by mapping out a 2013 Development Objective and entering it into Success Factors. The first step is for you to read the attached HIPO Planning worksheet. Please read and think about each question and jot down your responses. After that, please place a meeting on my Outlook calendar where we can discuss your answers and other thoughts on career growth. If you already have a developmental area in mind, please be prepared to share that as well. Thank you.

Leader’s name