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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Succession Planning Template**

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| **Position Title:** |  |
| **Department:** |  |
| **Current Incumbent:** |  |
| **Successor Candidate:** |  |
| **Readiness Level:** | *(Immediate, 1-2 Years, 3-5 Years)* |
| **Development Needs:** |  |
| **Action Plan:** |  |
| **Target Readiness Date:** |  |
| **Risk of Departure:** | *(Low, Medium, High)* |
| **Notes:** |  |