



## Daily Activity Report Template

<table border="1"><tr><td>Company name</td><td></td></tr><tr><td>Company address</td><td></td></tr><tr><td>Date</td><td></td></tr></table>	Company name		Company address		Date		<table border="1"><tr><td>Employee name</td><td></td></tr><tr><td>Employee position</td><td></td></tr><tr><td>Employee ID</td><td></td></tr></table>	Employee name		Employee position		Employee ID	
Company name													
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No.	Daily activities	Description	Assigned to	Start time	End time	Activity progress
1.						
2.						
3.						
4.						
5.						

No.	Upcoming activities	Start date	Resources needed
1.			
2.			
3.			
4.			
5.			

Additional remarks

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