



## Daily Report for Employees Template

<b>Report No.</b>		<b>Company logo</b>
<b>Employee name</b>		
<b>Employee ID</b>		
<b>Department</b>		
<b>Job position</b>		

Project/Task	Description	Time assigned	Time on task	Time log	Project/ Task status	Challenges

**Next steps:**

- ☐
- ☐
- ☐
- ☐

**Comments:**

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Approved by/Supervised by: \_\_\_\_\_

Signature: \_\_\_\_\_

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