

## **End-of-Day Report Template**

Company name					Name	of employee		
Company address					Employee ID			
Date					Department			
Report No.					Job position			
	•							
Task Descri		tion	Assig	Assigned to		Start time	!	End time
	-		-					-
Tasks completed		Next steps						
Tasks in progress		Next steps						

Tasks on hold	Next steps					
Blocked tasks	Next steps					
Notes:						

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