

# Activity Report Form Example

**Employee Information:**

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Department: \_\_\_\_\_
- Report Period: \_\_\_\_\_

**Task Summary:**

Date	Task Description	Time Spent (Hours)	Remarks
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Major Accomplishments:**

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**Issues Encountered:**

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**Future Plans:**

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**Employee Acknowledgement:**

- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**Supervisor Review:**

- **Comments:** \_\_\_\_\_
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_