

# Activity Report Form Template Word

## Employee Details:

- Full Name: \_\_\_\_\_
- Job Title: \_\_\_\_\_
- Department: \_\_\_\_\_
- Reporting Period: \_\_\_\_\_

## Activity Log:

Date	Activity Description	Duration (Hours)	Completion Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Highlights of the Week:

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## Problems Encountered:

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**Plans for Next Week:**

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**Employee Signature:**

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

**Manager's Comments:**

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**Manager's Signature:**

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