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# Work Activity Report Sample

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## Employee Information:

- Name: \_\_\_\_\_
- Department: \_\_\_\_\_
- Employee ID: \_\_\_\_\_
- Reporting Period: \_\_\_\_\_

## Daily Activities:

Date	Activity Description	Time Spent (Hours)	Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Key Achievements:

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## Challenges Faced:

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**Planned Activities for Next Period:**

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**Employee Signature:**

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

**Supervisor Comments:**

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**Supervisor Signature:**

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