horizontal line

**Employee Sign-In Sheet for Training**

**Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Trainer Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Time In** | **Full Name** | **Signature** | **Time Out** |
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