|  |  |
| --- | --- |
| **[Insert Company Name]** | **Date: [DD/MM/YYYY]** |
| **Employee Name: [Insert Employee Name]** |  |

**Task Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Description** | **Start Time** | **End Time** | **Completed (Yes/No)** | **Comments/Notes** |
| [Task 1 Description] | [Start] | [End] | [Yes/No] | [Comments/Notes] |
| [Task 2 Description] | [Start] | [End] | [Yes/No] | [Comments/Notes] |
| [Task 3 Description] | [Start] | [End] | [Yes/No] | [Comments/Notes] |
| [Task 4 Description] | [Start] | [End] | [Yes/No] | [Comments/Notes] |
| [Task 5 Description] | [Start] | [End] | [Yes/No] | [Comments/Notes] |
|  |  |  |  |  |

**Task Evaluation:**

|  |  |  |
| --- | --- | --- |
| Were all tasks completed to your satisfaction? | Yes | No |
| If no, please specify the tasks not completed and reasons: |  | |

**Supervisor/Manager Comments:**

|  |
| --- |
|  |
|  |

**Employee Sign-off:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I confirm that the above tasks have been completed as described. | | | | | |
| Employee Name: | | [Print Name] | | | |
| **Employee Signature:** | Signature | | **Date:** | (DD/MM/YYYY) |

**Supervisor/Manager Sign-off:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I confirm that I have reviewed the completed tasks and provided feedback where necessary. | | | | | |
| Supervisor/Manager Name: | | [Print Name] | | | |
| **Signature:** | Signature | | **Date:** | (DD/MM/YYYY) |

Thank you for your hard work today!