**Training Attendance Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | **Department:** |  |
| **Training Title:** |  | **Training Title:** |  |
| **Trainer/Facilitator:** |  | **Date(s):** |  |
| **Venue:** |  |  |  |

**Attendance Table**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Employee Name** | **Employee ID** | **Designation** | **Department** | **Date** | **Time In** | **Time Out** | **Signature** | **Remarks** |
| 1 | Ali Raza | EMP-001 | Sales Executive | Sales | 13-Oct-2025 | 09:00 AM | 04:30 PM |  | Attended |
| 2 | Sana Ahmed | EMP-002 | HR Officer | HR | 13-Oct-2025 | 09:05 AM | 04:30 PM |  | Attended |
| 3 | Bilal Hussain | EMP-003 | IT Assistant | IT | 13-Oct-2025 | 09:10 AM | 04:00 PM |  | Attended |
| 4 | Ayesha Khan | EMP-004 | Marketing Lead | Marketing | 13-Oct-2025 | 09:00 AM | 04:30 PM |  | Attended |
| 5 | Muhammad Ali | EMP-005 | Finance Officer | Finance | 13-Oct-2025 | 09:15 AM | 04:15 PM |  | Attended |

**Trainer/Facilitator Remarks**

|  |
| --- |
|  |
|  |

**Trainer/Facilitator Sign-Off**

|  |  |  |
| --- | --- | --- |
| **Trainer Name** | **Signature** | **Date** |
|  |  |  |

**For Administrative Use**

|  |  |  |  |
| --- | --- | --- | --- |
| **Verified By** | **Designation** | **Signature** | **Date** |
|  |  |  |  |