Employee Performance Report

April 2025

Employee Information

Name: Suraj ji

Department: Software Development Department

Division: Tech Division

ID: 9

Attendance Performance

Present Days

17

out of 20 working days

Absent Days

3

out of 20 working days

Attendance Percentage

85.0%

Task Performance

Total Tasks

8

assigned this month

Completed Tasks

6

out of 8 tasks

Average Rating

4.2/5

This report is system-generated and reflects your performance metrics for April 2025.

Please discuss any concerns with your manager.