**Daily Status Report Format**

Hi,

 I am sharing the Daily Status Report format with you that you are required to send at the end of each working day before logout to " hello@iwebcode.design".

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**SUBJECT-** Daily Status Report (DD-MM-YYYY)

Hello Sir,

**COMPLETED TASKS-**

Task 1 :

Task 2 :

.......so on.

**PENDING TASKS-**

Task 1 :

Task 2 :

.......so on.

**COMMENTS/SUGGESTIONS(if any)-**

1.

2.

....so on.