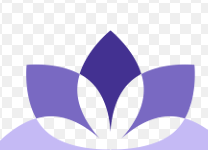
XYX Corp



# Employee Status Report

## Employee information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name | Jack Davis | Employee ID | 11111 |
| Department | Finance | Manager | Joh SMith |
| Report start date | 5/19/18 | Report end date | 5/20/18 |

## Short-term action items

|  |  |  |
| --- | --- | --- |
| Action item | Due date | Status |
| Cut third next quarter expenses by 10% | 4/1/18 | Active |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Employee of the month

## Concerns

Lost revenue from a major client