

TASK COMPLETION REPORT

Report By: David Jones - Employee
Office: HR Department
Report Generated By: John Doe - Admin
Report Period: 3/19/2025 to 3/22/2025
Generated On: 4/3/2025

ID	TITLE	ASSIGNED TO	CREATED BY	DESCRIPTION	DURATION	STATUS
40	Recruitment Planning	David Jones	David Jones	Determining staffing needs and strategies.	3/19/2025 - 3/20/2025	IN PROGRESS
41	Record Keeping	David Jones	David Jones	Maintaining accurate and up-to-date employee records.	3/21/2025 - 3/22/2025	PENDING