Daily Work Reporting Format for Employees

The below Mail format is the new work reporting format for all the employees.

Mail No. 01- Morning Mail **(Before Login)**

To – MD@creativewebsolution.in
cc –

- hr@creativewebsolution.in
- ceo@creativewebsolution.in
- Director@creativewebsolution.in
- Saksham@creativewebsolution.in

Subject: Daily Morning Mail – (Date) (Name of Employee)

Dear Ma'am,

Good morning.

Below is my task plan and assignments for today:

Name: _____
Designation: _____
Project/Team: _____
Date: _____

Tasks Assigned for Today:

1. **Task Title:**

   - **Assigned By:** Team Lead / Reporting Manager
   - **Priority:** High / Medium / Low
   - **Tentative Timeline:**

2. **Task Title:**

   - **Assigned By:** Team Lead / Reporting Manager
   - **Priority:** High / Medium / Low
   - **Tentative Timeline:**

3. **Dependencies / Clarifications Required:**

   - Access required

- Approval pending

- Inputs awaited from another team (If Applicable)

Please let me know if there are any changes or additional priorities for today.

Thanks & Regards,
[Employee Name]
[Role]
[Contact Number]
[Employee Mail I'd]
[Company LOGO]

Disclaimer:-
This E-mail is confidential and intended for the addresses only, if received in error it must be deleted immediately, without being copied or disclosed. The recipients should verify this e-mail and attachment before accessing as we will not be responsible for virus.

Mail No. 02- End of Day Mail **(After Logout)**

To –MD@creativewebsolution.in
cc –
- hr@creativewebsolution.in
- ceo@creativewebsolution.in
- Director@creativewebsolution.in
- Saksham@creativewebsolution.in

Subject: Daily End of Day Mail– (Date) (Name of Employee)

Dear Ma'am,

Please find my End of Day (EOD) status update below:

Employee Name: _____

Role / Designation: _____

Date: _____

Working Hours Summary:

Login time:

Logout Time:

Lunch Time: Start and End time

Tasks Completed:
1. **Task Title:**
   - ○ Time Spent: (e.g., 2.5 hrs)
   - ○ Status: Completed
   - ○ Output / Link / Reference (if applicable):
2. **Task Title:**
   - ○ Time Spent:
   - ○ Status: Completed
   - ○ Output / Reference (if applicable):

Tasks in Progress / Pending:

1. **Task Title:**
   - Current Status: In Progress / Pending
   - Reason: (dependency, review pending, technical issue, etc.)
   - Expected Completion Date:

Challenges / Support Required:

- (Any blockers, approvals, or help needed)

Self-Observation: [New learning, understandings, new skills learned, etc.]

Plan for Next Working Day:

1. Task Name
2. Task Name

Thanks & Regards,
[Employee Name]
[Role]
[Contact Number]
[Employee Mail I'd]
[Company LOGO]

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