

Work Description Sheet

Employee Name:

Job Title:

Department:

Supervisor:

Date:

Work Tasks

Task Name	Description	Duration	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Remarks:

Signature: