[Company Name]



# Employee Status Report

## Employee information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name |  | Employee ID |  |
| Department |  | Manager |  |
| Report start date | [Start date] | Report end date | [End date] |

## Short-term action items

|  |  |  |
| --- | --- | --- |
| Action item | Due date | Status |
|  | [Due date] |  |
|  | [Due date] |  |
|  | [Due date] |  |
|  | [Due date] |  |
|  | [Due date] |  |
|  | [Due date] |  |

## Long-term goals

|  |  |  |
| --- | --- | --- |
| Goals | Due date | Progress |
|  | [Due date] |  |
|  | [Due date] |  |
|  | [Due date] |  |
|  | [Due date] |  |
|  | [Due date] |  |
|  | [Due date] |  |

## Accomplishments

[Accomplishments]

## Concerns

[Concerns]