

Monthly Employee Attendance Report Template

Track and analyze employee presence efficiently with our **Monthly employee attendance report template**. This template provides a clear overview of attendance patterns, helping managers identify trends and address absenteeism. Simplify workforce management and improve productivity by leveraging accurate attendance data every month.

Employee Name	Department	Days Present	Days Absent	Late Arrivals	Remarks
John Doe	Sales	20	2	1	Excellent attendance
Jane Smith	Marketing	18	4	2	Needs improvement
Michael Lee	HR	21	1	0	On time and regular

Note: Adjust columns and data according to your organization's requirements.