

Weekly Team Attendance Form

This **weekly team attendance form sample** is designed to efficiently track and record employee attendance on a weekly basis. It includes sections for marking presence, absences, and late arrivals, along with a dedicated remarks area for additional notes. This form ensures accurate monitoring of team attendance while providing space for any relevant comments or explanations.

| Employee Name | Attendance | | | | | Remarks |
|---------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------|
| | Mon | Tue | Wed | Thu | Fri | |
| Enter name | <input type="checkbox"/> | Add remarks |
| Enter name | <input type="checkbox"/> | Add remarks |
| Enter name | <input type="checkbox"/> | Add remarks |

Submit Attendance