

Daily Timesheet Form Sample with Lunch Break

This **daily timesheet form sample** efficiently tracks work hours, including precise logging of lunch breaks for accurate time management. Designed to simplify employee time reporting, it ensures compliance with company policies. Utilize this template to enhance productivity and maintain clear attendance records.

Employee Name:

Date:

Day	Start Time	Lunch Start	Lunch End	End Time	Total Hours Worked	Notes
<input type="text" value="Monday"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.0"/>	<input type="text"/>

Employee Signature:

Manager Approval: