Blank Monthly Attendance Form

Blank Monthly Attendance Form sample in Word format provides a simple, organized way to track employee attendance efficiently. It includes sections for recording daily presence, absences, and leaves, making monthly monitoring straightforward. Easily customizable, this template helps maintain accurate records and improve workplace management.

Employee Name	Employee ID	Department	Days of Month																															Total Present	T Al
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

Legend: P = Present, A = Absent, L = Leave

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			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		