

# Employee Attendance Report

The **employee attendance report** provides a comprehensive overview of staff presence, including detailed reasons for any absences. This report helps managers track attendance patterns and identify areas for improvement. It is essential for maintaining workforce productivity and ensuring accountability.

Date	Employee Name	Status	Reason for Absence
2024-06-10	Jane Doe	Present	-
2024-06-10	John Smith	Absent	Sick Leave
2024-06-10	Emily Johnson	Absent	Personal Leave
2024-06-10	Michael Wang	Present	-
2024-06-10	Liam Brown	Absent	Unapproved Absence