



## Employee Weekly Update

Your Name	sad	Your Email	sad@gmail.com
Date	2019-02-02		

### Weekly Status Report

From	testing	Job Title	jobtitle
Technology	technology	Client Name	clientname
Location	location		

### Subject Weekly Progress Report

Project Name	report	Report Period	period
Project Supervisor	Supervisor	Phone	8500421491
Email	test@gmail.com		

<b>Project Description</b>
test test test

<b>Status Summary</b>
Green

<b>Activities completed this week</b>
<b>Completed Deliverables</b>
Completed Completed Completed

Activities in process	Next Action	Due Date
Activities	Action	2019-02-02
Activities	Action	
Activities	Action	



<b>Activities to be started in next week</b>
Activities Activities Activities

<b>Issues for Immediate Attention</b>
Issues Issues

<b>Key Term Interdependencies</b>
Key Key

<b>Sincerely</b>	
<b>Name of employee</b>	Name
<b>Contact number</b>	8500421491
<b>Email id</b>	test@gmail.com

