Notes

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| **DETAILS** |
| **Sr #** | **Name** | **Employee ID** | **Position** | **Time In** | **Time Out** | **Signature** |
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**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYEE S I G N – I N SHEET**

{Write Your Company name}

{Write Your Slogan}