

How To Make/Create a Report in Microsoft Word

Company Logo

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Employee Report Form

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First Name	Single	Highest Educational Attainment	College Graduate
Department	Quality Assurance	Supervisor	James Anderson
Current Position	Senior Analyst	Employment Status	Regular Employee
Months Worked in the Company	1 year and 2 months		
Awards Received (if any)	Top Performer of the Quarter 3 consecutive times (2019) Top Performer of the Year (2019) Highest Contribution Award (2019)		



How To Create A Report

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