

# Subcontractor Attendance Report

Date: **[Insert Date]**

To: **[Recipient Name]**

Company: **[Recipient Company Name]**

Subject: Attendance Report for Subcontractor - [Subcontractor Name]

## Attendance Details

Date	Subcontractor Name	Employee Name	Hours Worked	Status
[Date]	[Subcontractor Name]	[Employee Name]	[Hours Worked]	[Present/Absent]

## Summary

Total Employees: **[Total Employees]**

Present: **[Number of Present Employees]**

Absent: **[Number of Absent Employees]**

If you have any questions or require further details, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]