

End of Day Report Email Template

End of Day Report Email:

Hi [team of insert name of team member]! Please see my end of day report for today [Insert current date].

Top Priority: My top priority continues to be xxx

Tasks Accomplished:

- List task completed.
- List task completed.

Main Success:

- List any wins big or small.

Main Challenges:

- List any challenges faced.
- GList any challenges faced.

Action Items Needed

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Let me know if you have any questions. Thanks!