Job Sign Off Sheet

**COMPANY NAME**

| Organization Name: |  | Date: |  |
| --- | --- | --- | --- |
| Supervisor: |  | ID: |  |

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| --- | --- | --- | --- | --- | --- |
| Employee Name | Date | Department | Time  Out | Condition/Note | Supervisor Initials |
| Stephan Frances | 5/12 | Finance | 17:30 | Regular |  |
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