## horizontal line**Supervisor Report to Manager**

### **1. Report Information**

* **Report Title:** [e.g., Quarterly Performance Report]
* **Supervisor's Name:** [Full Name]
* **Date:** [DD/MM/YYYY]
* **Team/Department:** [e.g., IT Support]

### **2. Highlights**

* **Achievements:** Summarize key accomplishments during the period.
* **Challenges:** Outline significant issues or obstacles encountered.
* **Employee Updates:** Note any promotions, resignations, or new hires.

### **3. Performance Metrics**

* **Department Performance:** Summarize team performance against goals.
* **Employee Evaluations:** Highlight individual contributions.

### **4. Challenges and Recommendations**

* **Challenges:** Briefly describe major hurdles.
* **Recommendations:** Offer solutions to address challenges.

### **5. Support Needed**

* **Resources:** Specify any additional support or resources required.
* **Requests:** Outline specific requests for the manager's assistance.

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### **6. Conclusion**

Summarize the team's status and highlight next steps.

### **7. Supervisor’s Signature**

**Name:** [Full Name]  
**Signature:  
Date:** [DD/MM/YYYY]