**Company
Logo**

HR Report

Month-Year

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- Achievements
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Achievements

Headcount

S.No.	Capability	Last Headcount	Joined	Resigned	Current Headcount
		Total			

Recruitment

S.No.	Position	Numbers	Start Date	End Date	Joined	Status

Training

S.No.	Training Programme	No. of Participants	Faculty	Feedback Summary

Recognition

S.No.	Category	Numbers	Names

HR Events

In bullet points

Concern Areas

In bullet points

Focus for next month

In bullet points