



FIRST MONTH REPORT TEMPLATE

Company Name

Your Name

First Months Report (date)

Summary

My first two weeks at XXX have been very productive and enjoyable. I have been able to move around and feel I have now grasped the basis of all of the departments I have spent time in. These include - XXXX

What I have Learned:

XXX

Systems I can now use:

XXX

Key achievements:

XXX

People I have met:

-

Things I have particularly enjoyed:

XXX

Questions I have/Things I need to learn:

XXX

Daily List of Activity

12th

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13th

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etc