# HR Monthly Report - {month} {year}

*This document provides a summary of key human resources metrics, activities, and updates for the month of* ***{month}*** *in the year* ***{year}****. The report includes headcount changes, recruitment activities, employee engagement initiatives, leaves, and other HR matters.*

## 1. Headcount Overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **Opening Headcount** | **New Hires** | **Exits** | **Closing Headcount** |
| {#departments}{departmentName} | {openingHeadcount} | {newHires} | {exits} | {closingHeadcount}{/departments} |

## 2. Recruitment Summary

Total New Hires:**{totalNewHires}**

{#newHiresList}

* **{fullName}** – *{position}*, {department} – Joined on {startDate}

{/newHiresList}

## 3. Departures

Total Departures:**{totalDepartures}**

{#departuresList}

1. **{fullName}** – *{position}*, {department} – Left on {exitDate}. Reason: {exitReason}

{/departuresList}

## 4. Employee Leaves

Summary of Leaves:

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee** | **Department** | **Leave Type** | **Leave Duration** |
| {#employeeLeaves}{employeeName} | {department} | {leaveType} | {leaveDuration}{/employeeLeaves} |

## 5. Employee Engagement

{^hasEngagementActivities}*No engagement activities recorded this month.*{/hasEngagementActivities}

{#hasEngagementActivities}

Activities Conducted:

{#engagementActivities}

* **{activityName}** – {activityDate}: *{description}*

{/engagementActivities}

{/hasEngagementActivities}

## 6. Trainings & Development

{^hasTrainings}*No training sessions were conducted this month.*{/hasTrainings}

{#hasTrainings}

Training Sessions:

{#trainingSessions}

* **{trainingTitle}** – {trainingDate}, Attendees: {attendeeCount}

{/trainingSessions}

{/hasTrainings}

## 7. Notes & Comments

{notes}

*Prepared by:***{preparedBy}**

*Date of report:* {reportDate}