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| [*TITLE OF TASK*]

|  |
| --- |
| [*PROJECT or TASK NUMBER*] |

 |
| [*DATE OF ASSIGNMENT*] |

|  |  |
| --- | --- |
| Employee |  |
| Manager |  |

|  |  |  |
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| **Step** | **Instructions** | **Resources** |
| 1 | [*Explain the step(s) in detail]* | *[Add supporting materials like pictures, video as needed either in this template or linked via your employee platform*] |
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**Expected outcome:** [*Explain what the goals, results of this task are]*

|  |  |
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| Acknowledgment and Date of Receipt |  |