Lunch Break Documentation Template
Date:
[Insert date]
Employee Name:
[Insert employee's name]
Department:
[Insert department name]
Lunch Break Details:
- **Start Time:** [Insert start time]
- **End Time:** [Insert end time]
- **Duration:** [Insert duration]
Reason for Lunch Break:
[Insert reason, if needed]
Notes:
[Insert any relevant notes or observations]
Signature:
[Employee signature]
[Supervisor signature, if required]

Additional Sections (if necessary):
- **Backup Personnel:**
 [Name of backup personnel during lunch break]
- **Work Handover:**
 [Details of any tasks handed over during the lunch break]
- **Follow-up Actions:**
 [Any follow-up actions required after the lunch break]