

PT Trakindo Utama

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**STRICTLY CONFIDENTIAL**

118-SPP/HCHO/2018

**TANGGAL / DATE** : 17 MEI 2018  
**KEPADA / TO** : SDRI. RISKY AZIZAH / SN: 00031348  
**CC / COPY TO** : MGR - RESEARCH & DEVELOPMENT /  
GENERAL MGR - CUSTOMER SUPPORT /  
MGR SERVICE / AREA PRODUCT SUPPORT MGR /  
SPECIALIST HUMAN RESOURCES /  
HCBP MGR / PA / PAYROLL - HO  
**DARI / FROM** : HUMAN CAPITAL MANAGER  
**PERIHAL/ SUBJECT** : ASSIGNMENT / PENUGASAN

Kepada Yth,

Sdri. RISKY AZIZAH,

Guna mencapai optimalisasi pengembangan organisasi dan sumber daya manusia serta persetujuan pihak-pihak terkait, maka kami kukuhkan penugasan Saudari yang baru sebagai :

*In line with the continuity of employee & organizational development program and also the consent of all parties, we are pleased to inform your new assignment as follows:*

**Jabatan / Job title** : Analyst Technical Communicator  
**Organisasi / Organization** : EAST INDONESIA  
**Unit / Unit** : Product Support  
**Lokasi / Location** : Makassar  
**Tgl berlaku / Effective date** : 01 Juni 2018

Saudari diminta melapor dan bertanggung jawab kepada Bapak WENDI KURNIAWAN, Manager Service yang akan mempersiapkan uraian tugas, tanggung jawab dan sasaran yang harus dicapai dalam penugasan Saudari yang baru.

*You are requested to report to Mr. WENDI KURNIAWAN, Manager Service as your direct superior who will clarify your complete job description, scope of responsibilities and target achievements in your new assignment.*

Apabila terdapat hal-hal yang belum jelas sehubungan dengan penugasan baru ini silahkan menghubungi Departemen *Human Capital* terkait.

*Should you have any questions related to this assignment, kindly please contact Human Capital Department.*

Selamat kepada Saudari atas penugasan yang baru.

*We wish you success on your new assignment. Congratulations.*

  
YUDI ADRIAN  
nda/yys