

PT Trakindo Utama

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Makassar, 01 SEPTEMBER 2018

Strictly Confidential
No. 166/HR-EI/IX/2018

KEPADA / TO : SDR. MOCH. BACHTIAR SJAHNUM, SN. 15312/E499
DARI / FROM : EI-HR MANAGER
**TEMBUSAN / COPY : GMEI, REGION MANAGER, BRANCH HEAD, SALES DEPARTMENT HEAD,
HR DEPARTMENT HEAD**
PERIHAL / SUBJECT : PEMINDAHAN PENUGASAN / MOVING ASSIGNMENT

Sdr. Moch. Bachtiar Sjahnum,

Guna mencapai optimalisasi pendayagunaan SDM dan sesuai usulan yang disetujui semua pihak, kami kukuhkan penugasan Saudara sebagai berikut :

Jabatan / Job Title	:	Engine Sales Representative
Divisi / Division	:	Power System Sales
Departemen / Department	:	Engine Sales-East Java
Cabang / Branch	:	Semarang
Tempat Asal Penerimaan / POH	:	Jakarta
Tgl. berlaku / Effective date	:	01 September 2018

Saudara diminta melapor dan bertanggung jawab kepada Sales Manager Engine Cabang East Java, Bpk. **A. YANUAR JAYA KASO**, sebagai atasan langsung Saudara yang akan mempersiapkan uraian tugas-tugas, tanggung jawab dan sasaran yang harus dicapai dalam jabatan baru Saudara.

Kami percaya Saudara akan melaksanakan kepercayaan yang diberikan Perusahaan demi peningkatan karir Saudara dimasa mendatang.

Bila terdapat hal yang belum jelas sehubungan penugasan baru ini silahkan hubungi atasan langsung Saudara.

Kami berharap Saudara selalu berhasil dengan penugasan ini. Selamat.

To gain optimum manpower utilization and as proposed and agreed by all concerned, this is to affirm you on your assignment as follows:

*You are requested to report and be responsible to Engine Sales Manager East Java, Mr. **A. Yanuar Jaya Kaso**, as your immediate superior, who will prepare your complete detail job description, scope of responsibilities and target achievements in your new position*

We believe you will safeguard and implement properly the trust given by the company for the sake of your future career development.

Any matters occur regarding this new assignment, kindly please contact your direct superior.

We wish you success on your new appointment. Congratulations.

Yusuf Tenang