

Ref. No. 086-SPP/HCHO/V/2021

TANGGAL / DATE : 31 May 2021
KEPADA / TO : Sdr. Suparyono / SN: 13105
DARI / FROM : Manager HR & GA
PERIHAL/ SUBJECT : **TEMPORARY ASSIGNMENT / PENUGASAN SEMENTARA**

Kepada Yth,

Sdr. Suparyono,

Guna mencapai optimalisasi pengembangan organisasi dan sumber daya manusia serta persetujuan pihak-pihak terkait, Saudara dinilai memiliki pengalaman dan kompetensi yang memadai untuk diberi penugasan sementara di:

In line with the continuity of employee & organizational development program and also the consent of all parties, you are considered to have sufficient experience and competence for temporary assignment as follows:

Departemen / Department	: Equipment Management
Lokasi / Location	: Satui
Tgl berlaku / Effective date	: 01 Juni 2021 – 30 Juni 2021

Selama penugasan ini posisi, atasan dan “cost center” Saudara dalam sistem tidak berubah, selama periode diatas Saudara akan tetap berkoordinasi langsung kepada Bapak Hasmuriadi selaku Site Leader, yang akan mempersiapkan uraian tugas, tanggung jawab dan sasaran yang harus dicapai pada penugasan yang baru ini.

Your title, reporting line, and cost center in the system remains the same, during the assignment you are still coordinated and report to Mr. Site Leader as Site Leader who will prepare your job descriptions, responsibilities and objectives to be achieved in this new assignment.

Apabila Saudara masih memerlukan penjelasan tambahan terkait penugasan ini, silahkan menghubungi saya selaku HR Manager untuk divisi Saudara.

Should you need additional information related to this assignment, kindly please contact me as HR Manager for your Division.

Selamat bekerja.

Congratulations.

Yusuf Tenang
Manager HR & GA