

**PT. TRAKINDO UTAMA
RANTAU**

Date : 25 Juni 2021

- A : R & R
- B : ANNUAL LEAVE
- C : MATERNITY / PARTICULAR REQUEST
- D : ADVANCE
- E : MID YEAR

LEAVE REQUEST *Field Break*

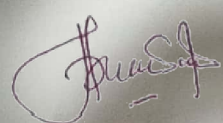
The Undersigned : Nanda Yusuf Y S/N : 10000606
Occupation : Technician Trainee
Division/Department : Human Capital / L&D
Request Leave to take (*) : A B C D E

LEAVE FROM : _____ To _____
Date of previous leave : _____ To _____
* Annual Leave : _____ To _____
* Mid Year Leave : _____ To _____
* R & R / *Field Break* : 2 Juli 2021 To 16 Juli 2021
* Advance : _____ To _____

PTTU Commencing Date : 2 November 2020 P.O.H. : Surabaya
PTTU Rantau Commencing Date : 02 Maret 2021
Address while on leave is : Jl Letjen S Barman 2/19 Kecamatan Blimbing
Kota Malang
Telephone : 08223364404
(* IF PARTICULAR (C) pls.give reason : _____

Note :

Resume on duty date :



HR

HR Supervisor

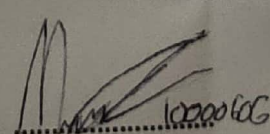
Departemen Head / Branch Head

Note:(*) Put the request leave in Circle

ANNUAL LEAVE for Employee transfer :

Order Ticket (must be enclose TAR)

Assistance Leave

Signature /SN:  10000606
Nanda

