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Ref. No. 128-SPP/HCHO/VIII/2021

TANGGAL / DATE : **31 Agustus 2021**
KEPADA / TO : **Sdr. Firdaus / SN: 5565**
DARI / FROM : **Manager HR & GA**
PERIHAL/ SUBJECT : **TEMPORARY ASSIGNMENT / PENUGASAN SEMENTARA**

Kepada Yth,

Sdr. Firdaus,

Merujuk kepada Peraturan Perusahaan dimana Perusahaan berhak menentukan penugasan karyawan atas pertimbangan kebutuhan dan strategi Perusahaan serta didukung persetujuan dari pihak-pihak terkait, maka kami kukuhkan penugasan sementara Saudara yang baru sebagai:

Referring to Company Regulation which stated that Company has the right to decide employee assignment based on Company needs and strategy supported by the consent of all parties, we are pleased to inform your new temporary assignment as follows:

Posisi/ Job title	: Specialist Planning Rental
Organisasi / Organization	: Mining Customer Support
Unit / Unit	: Planning Rental
Lokasi / Location	: Batu Hijau
Tgl berlaku / Effective date	: 01 September 2021 – 31 Desember 2021

Saudara diminta melapor dan bertanggung jawab kepada Bapak Santoni Tambun selaku Manager Service Performance yang akan mempersiapkan uraian tugas, tanggung jawab dan sasaran yang harus dicapai dalam penugasan Saudara yang baru.

You are requested to report to Mr. Santoni Tambun as Manager Service Performance 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 bekerja.

Congratulations.



Yusuf Tenang
Manager HR & GA

Lampiran Surat Penugasan Sementara Ref. No. 128-SPP/HCHO/VIII/2021, tanggal **31 Agustus 2021**
atas nama:

Attachment to Temporary Assignment Letter Ref. No. 128-SPP/HCHO/VIII/2021, dated **31 August 2021**
of:

Nama / Name	: Firdaus / SN. 5565
Jabatan / Job title	: Specialist Planning Rental
Divisi / Division	: Mining Customer Support
Lokasi / Location	: Batu Hijau
Tempat Penerimaan / Point Of Hire	: Batu Hijau
Tanggal berlaku / Effective date	: 01 September 2021 – 31 December 2021

- | | |
|---|---|
| 1. Tiket sarana transportasi bagi Saudara dari Jakarta ke Batu Hijau. | 1. Transportation ticket for you from Jakarta to Batu Hijau. |
| 2. Akomodasi sementara selama 30 hari pertama sesuai peraturan perusahaan yang berlaku. | 2. Temporary accommodation at the hotel arranged by company for 30 days as regulated by Implementation Guideline. |
| 3. Insentif-insentif lain yang berlaku ditempat penugasan (jika ada). | 3. Other incentives that apply in assignment location (if any). |