



Date: 03 Des 2021

Branch :

A : R & R / Field Break

B : ANNUAL LEAVE

C : MATERNITY / PARTICULAR REQUEST

D : ADVANCE

E : MID YEAR

LEAVE REQUEST

The Undersigned

: Reza Bastian

S/N: 22425

Occupation

: Analyst

Division/Department

: Equipment Management

Request Leave to take (*)

: A R E A F

LEAVE FROM

: 13 Des

To 24 Des

* Annual Leave

:

To

* Mid Year Leave

:

To

* R & R / Field Break

: 13 Des

To 24 Des

* Advance

:

To

PTTU. Commencing Date

:

P.O.H. : Mataram

SGTA. Commencing Date

:

Address while on leave is

: Gg. Masjid 1 No. 1 RT01 RW05 Kel Cinere
Kec. Cinere, Kota Depok

Telephone

: 087888 276776

(*) IF PARTICULAR (C) pls.give reason

:

Note :

Reza Bastian

Resume on duty date : 27. Desember 2021

HR Cabang

Atasan Langsung

Kepala Cabang

Note:(*) Put the request leave in Circle

ANNUAL LEAVE for Employee transfer :

Order Ticket (must be enclose TAR)

Cash EQL 1 juta
Reza Bastian

Signature/SN: 22425