

Ref. No. 10164/HC/J66-1066/VIII/2023

TANGGAL / DATE : 28 Agustus 2023
KEPADA / TO : Sdr. Veby Tirtayana / SN 00024030
DARI / FROM : Division Head Human Resources
PERIHAL / SUBJECT : PENUGASAN / ASSIGNMENT

Kepada Yth,

Sdr. Veby Tirtayana

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 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 assignment as follows:

Posisi / Job Title : Foreman Warehouse
Organisasi / Organization : SOUTHERN KAL
Unit / Unit : Parts Warehouse
Lokasi / Location : Tanjung
Tanggal Berlaku / Effective Date : 01 September 2023

Saudara diminta melapor dan bertanggung jawab kepada , yang akan mempersiapkan uraian tugas, tanggung jawab dan sasaran yang harus dicapai dalam penugasan Saudara yang baru.

You are requested to report to , a direct superior 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 Resources terkait.

Should you have any questions related to this assignment, kindly please contact Human Resources Department.

Selamat kepada Saudara atas penugasan yang baru.

We wish you success on your new assignment. Congratulations.



Ferry Marcos Butarbutar
Division Head Human Resources

Lampiran Surat Penugasan Ref. No. 10164/HC/J66-1066/VIII/2023, tanggal 28 Agustus 2023 atas nama:

Attachment to Assignment Letter. Ref. No. 10164/HC/J66-1066/VIII/2023, *dated 28 August 2023 of:*

Nama / *Name* : **Veby Tirtayana / SN. 00024030**
Posisi / *Job Title* : **Foreman Warehouse**
Divisi / *Division* : **SOUTHERN KAL**
Lokasi / *Location* : **Tanjung**
Tempat Penerimaan / *Point of Hire* : **Balikpapan**
Tanggal Berlaku / *Effective Date* : **01 September 2023**

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|---|---|
| 1. Tiket sarana transportasi bagi Saudara ke Tanjung . | 1. Transportation ticket for you to Tanjung . |
| 2. Biaya pengangkutan barang pindahan maksimum 5m ³ . | 2. Shipping cost with maximum 5m ³ . |
| 3. Akomodasi sementara selama 30 hari pertama sesuai peraturan pelaksanaan yang berlaku. | 3. Temporary accommodation for the first 30 days as regulated by Implementation Guideline. |
| 4. Bantuan pemondokan sesuai dengan peraturan pelaksanaan yang berlaku. | 4. Housing assistance as regulated by Implementation Guideline. |
| 5. Bantuan biaya transportasi cuti tahunan berupa tiket dari tempat penugasan ke tempat penerimaan / Balikpapan . | 5. Transportation assistance for annual leave from assignment base to pointof hire / Balikpapan . |
| 6. Insentif-insentif lain yang berlaku di tempat penugasan (jika ada). | 6. Other incentives that apply in assignment location (if any). |