

PT Trakindo Utama

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Ref. No. : 087/HR-CRCBPN/III/2018

Balikpapan, 15 Maret 2018

KEPADA/ TO : SDR. BREGAS ADI LUHUR / SN 00039856
DARI/ FROM : HUMAN RESOURCES MANAGER
PERIHAL/ SUBJECT : SURAT PENUGASAN / ASSIGNMENT LETTER

Sdr. BREGAS ADI LUHUR,

Guna mencapai optimalisasi pendaya gunaan sumberdaya manusia dan sesuai dengan usulan dan setelah disetujui oleh semua pihak terkait , dengan ini kami memberikan penugasan kepada saudara sebagai:

To gain optimum manpower utilization and as proposed and agreed by all concerned, this is to inform you on your assignment as follows:

Jabatan / Job Title	: Assistant SOS System
Divisi / Division	: Customer Support
Departemen / Department	: SOS Laboratory Systems
Lokasi / Location	: SOS Jakarta
Tanggal berlaku / Effective date	: 01 April 2018

Saudara diminta melapor dan bertanggung jawab kepada **Tanggung Pribadi**, Senior Analyst SOS Quality, pada tanggal 01 April 2018 sebagai atasan Saudara yang akan mempersiapkan uraian tugas, tanggung jawab dan sasaran yang harus dicapai dalam jabatan Saudara yang baru ini.

*You are requested to report to **Tanggung Pribadi**, Senior Analyst SOS Quality on 01 April 2018 as your new superior who will prepare your complete detail job description, scope of responsibilities and target achievements in your new position.*

Kami percaya Saudara akan menjaga dan melaksanakan kepercayaan yang diberikan Perusahaan demi kepentingan bisnis perusahaan dan juga peningkatan karir Saudara.


We believe that you will safeguard and implement properly the trust given by the company for the sake of your future career development.

Apabila terdapat hal-hal yang belum jelas sehubungan dengan penugasan baru ini silahkan menghubungi atasan langsung Saudara yang baru.

Any matters occur regarding this new assignment, kindly please contact your new immediate superior.

Kami berharap Saudara selalu berhasil dengan penugasan ini. Selamat!

We wish you success on your new appointment. Congratulation!



 PT TRAKINDO UTAMA
MARIA IVONY RATNAWATI

COMPENSATION & BENEFIT PACKAGE

Name	BREGAS ADI LUHUR SN. 39856
Position	Assistant SOS System
Point of Hire	Balikpapan
Branch	SOS Jakarta
Status on Location	<input type="checkbox"/> Single
	<input checked="" type="checkbox"/> Family

Compensation & Benefit

Basic Salary	<ul style="list-style-type: none">As per current.
Local Allowance	<ul style="list-style-type: none">As per prevailed Company Policy.
Leave Entitlement	<ul style="list-style-type: none">Entitled for annual leave 15 working days.
Temporary Accommodation Assistance	<ul style="list-style-type: none">Entitled for temporary accommodation assistance for 30 days at hotel or lump sum payment of IDR 400.000/day max. 30 days.
Housing Allowance	<ul style="list-style-type: none">As per prevailed Company Policy.
Leave Assistance	<ul style="list-style-type: none">Entitled for leave travel assistance to Point of Hire (POH), as per prevailed Company Policy.
Shipping assistance	<ul style="list-style-type: none">Maximum 5 m³

Diterima oleh,

BREGAS ADI LUHUR
SN. 39856

Catatan :

Compensasi & Benefit, tidak terpisahkan dengan, Surat No. : 087/HR-CRCBPN/III/2018
Tanggal, 15 Maret 2018