

**SURAT TUGAS**

NOMOR : 800/{nomor\_surat}/ST.BAG.UMUM/{tahun}

|  |  |  |
| --- | --- | --- |
| Nama (yang memberikan tugas) | : | **{nama\_pemberi\_tugas}** |
| Pangkat/Gol | : | {ppt} {gpt} |
| NIP | : | {nip\_pemberi\_tugas} |
| Jabatan | : | {jabatan\_pemberi\_tugas} |

**MENUGASKAN :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Kepada: |  |  |  |  |
| {#dtg} | {i} | Nama | : | **{nama}** |
|  |  | Pangkat/gol | : | {pangkat} {golongan} |
|  |  | NIP | : | {nip} |
|  |  | Jabatan | : | {jabatan} |
|  |  |  |  | {/dtg} |

|  |  |  |
| --- | --- | --- |
| Untuk | : | {keperluan\_kegiatan} |

|  |  |  |
| --- | --- | --- |
|  |  | Ditetapkan di Salakan |
|  |  | Tanggal {tanggal\_spt} |
|  |  |  |
|  |  |  |
|  |  | **{jabatan\_pemberi\_tugas}** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | **{nama\_pemberi\_tugas}**  **{ppt} {gpt}**  **NIP. {nip\_pemberi\_tugas}** |