SURAT PERINTAH TUGAS

NOMOR : ${nomor}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Menimbang | : | ${loop\_menimbang}   |  |  | | --- | --- | | ${ke\_m} | ${ket\_menimbang} |   ${/loop\_menimbang} |
| Dasar Hukum | : | ${loop\_hukum}   |  |  | | --- | --- | | ${ke\_h} | ${ket\_hukum} |   ${/loop\_hukum} |

Memberi Tugas

Kepada :

|  |  |  |
| --- | --- | --- |
| Nama/Nip | Gol | Jabatan |

${loop\_petugas}

|  |  |  |
| --- | --- | --- |
| ${petugas}  ${petugas\_nip} | ${petugas\_pangkat} | ${petugas\_jabatan} |

${/loop\_petugas}

Untuk ${kegiatan}, yang akan dilaksanakan pada :

|  |  |  |
| --- | --- | --- |
| Hari/Tanggal | : | ${tgl\_kegiatan} |
| Waktu | : | ${pukul} WIB s.d selesai |
| Tempat | : | ${tempat\_kegiatan} |
|  |  | ${alamat\_kegiatan} |

Demikian untuk dilaksanakan sebagaimana mestinya.

${ditetapkan}, ${tgl}

${penugas},

**${nama}**