**SURAT TUGAS**

Nomor: {no\_surat}/

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Menimbang | : | |  |  | | --- | --- | | {#menimbang} | 1. {isi}{/menimbang} | |
| Dasar Hukum | : | |  |  | | --- | --- | | {#dasar} | 1. {isi}{/dasar} | |

Memberi Tugas

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Kepada | : | {#kepada}Nama | : | {nama} | |
|  |  | NIP | : | {nip} |  |
|  |  | Jabatan | : | {jabatan}{/kepada} |  |

|  |  |  |
| --- | --- | --- |
| Untuk | : | {perihal} |

Hari/Tanggal : {tgl\_awal} s.d {tgl\_akhir}

Tempat : {lokasi\_tugas}

Demikian surat tugas ini dibuat untuk dilaksanakan sebagaimana mestinya.

{lokasi\_ttd}, {tgl\_surat}

a.n. Kepala

{jabatan\_ttd}.

^

{nama\_ttd}

Tembusan:

{#tembusan}

{jabatan}{/tembusan}