

# Statement of Assignment Duration

Date: June 21, 2024

Document Ref: SA/2024/061

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|---------------|--------------------|
| Employee Name | Jane Doe           |
| Employee ID   | EMP2458            |
| Designation   | Project Analyst    |
| Department    | Business Solutions |
| Supervisor    | John Smith         |

## Assignment Details:

**Assignment Title:** Market Expansion Research

**Assignment Location:** Jakarta Office

**Duration of Assignment:** July 10, 2024 to December 31, 2024

**Total Duration:** 5 months 21 days

## Purpose of Assignment:

The assigned assignment requires the employee to conduct comprehensive research and analysis regarding the company's plan to expand its services in the Southeast Asian region. The scope includes data gathering, competitor analysis, and preparing monthly reports as required.

## Confirmation

We hereby confirm that the above-named individual is assigned in the capacity and duration specified above. Any variation to the assignment dates or role will be communicated accordingly.

## Authorized By:

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Anna Lee  
Human Resources Manager

## Important Notes:

- This document is for official use and should be handled confidentially.
- Statement of Assignment Duration is often required for work permits, project audit, or internal reference.
- If assignment dates are amended, a revised statement must be issued.
- This statement does not replace any employment contract or agreement.
- Employees must refer to HR for any clarifications regarding assignment terms.