

Statement of Assignment Duration

Date: June 21, 2024

Document Ref: SA/2024/061

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:

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.