Hal : Permohonan Cuti Tahunan Yogyakarta, 201..

Kepada

Yth.

Universitas Ahmad Dahlan

*Assalamualaikum ww*

Yang bertandatangan di bawah ini, saya

Nama :

NIY :

Jabatan :

Unitkerja :

mengajukan permohonan cuti tahunan untuk tahun 2012 selama ...... (.................) hari kerja terhitung mulai tanggal ..................................... 2012 sampai dengan ................................ 201.., selama cuti alamat saya di ...........................................................

....................... ...................... ..................... ............................................................................

HP./telp ..................................................

Atas perkenan Bapak/Ibu saya mengucapkan terima kasih

*Wassalamualaikum w.w.*

Mengetahui Hormat saya

Atasan Langsung

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NIP/NIY NIY

Catatan Atasan Langsung:

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