

Satellite Training Center Banjarmasin

Jl. A. Yani Km. 16.4 Banjarmasin 70235
South Kalimantan - INDONESIA
Phone: +62-511-6747991 (Hunting)
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Invitation Letter

No. : 03 / III / 2019 Date : March 20, 2019

To : Service Operation Banjarmasin, Service Operational Batu Kajang, Service Operational Batu Licin, Service Operational Muara Teweh, Service Operation Pontianak & Service Operational Tanjung

From : People Development Supervisor

Cc : General Manager, Branch Manager, Human Resources Manager, Manager Service, Department Head, TC Cileungsi, STC Banjarmasin

We confirm seat for :

NO	BRANCH	NAME	SN
1	Banjarmasin	Akhir Pambudi	11249
2	Batu Kajang	Dadi Nurdiana	8981
3	Batu Licin	Abdul Hanan	12487
4	Muara Teweh	M. Ripani	8426
5	Pontianak	Rudi Harmoko	6071
6	Tanjung	Dwi Suranto	12235

To Attend:

Course Title : 2019 / 2020 Trakindo Serviceman Award Program 3

Schedule : 28 – 29 March 2018

Time : 08.00 - 17.00 Wita

Location : STC Banjarmasin

Jl. A. Yani Km.16 Banjarmasin 70235, Kalimantan Selatan

Following the above confirmation, please find below additional information for your reference:

- Participant from outside Banjarmasin are required to stay at:

“Fave Hotel Banjarmasin”
Jl. Ahmad Yani Km. 2 No. 35 Banjarmasin 70233
Phone (0511) 6742 777

- Check in on 27 March 2019
- Check out on 30 March 2019
- Hotel will provide :
 - Breakfast (exclude mini bar & drug store)
 - Dinner Max Rp 130.000 (exclude tax)
 - Daily laundry Max. 5 Pcs / day (1 Set)
 - Transportation from the hotel to the office and back to hotel.Therefore, we need you to stand by at the hotel lobby at 07.00 Wita to be picked up by car.
- Other expenses not covered under company GL, will charge to Personal Account.
- Coffee breaks and lunch are included during the training session.
- **Dress code during the training session is formal shirt (No Jeans).**

Yours sincerely,



Fuad Rahman

People Development Supervisor