

**Customer Support Kalimantan Division**

**Jl. Sultan Hasanuddin No. 1**  
**Kariangau – Balikpapan 76134, Kalimantan Timur**  
**Tel. (62-542) 786 3027**  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : August 29, 2017

No. : 21/L&D-CSK/IX/2017/TOPs  
To : Trakindo Outstanding Presentation Skill Training Participants  
From : HR Manager  
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

**We confirm seat for:**

No	Name	SN	Branch	Position
1	Purwo Nugroho	00008261	CRC Balikpapan	Parts Analyst
2	Jeffry Rangga Winata	00025743	CRC Balikpapan	Logistic Foreman
3	Tri Wahyu Prio S.	00011176	CRC Balikpapan	Technician
4	Thoyib Hidayat	00031845	CRC Balikpapan	Assistant Service Accounts
5	Taufik Rachman	00004144	CRC Balikpapan	Analyst Accounts
6	Munandar Y.	00020969	CRC Balikpapan	SHE Analyst
7	Sriyanti	00009834	CRC	Sr. Analyst Service Accounts
8	Bachtiar Rifai	00004135	CRC Balikpapan	Foreman Service
9	Patma Hendrawan	00024222	SOS Balikpapan	Analyst Sos Quality
10	Reza Fatchan Y. R	00025035	SOS Balikpapan	Analyst Sos Quality
11	M.Suryangga	00030630	CRC Balikpapan	Safetyman
12	Joko Sulistyo	00016827	CRC	Parts Analyst

**To Attend:**

**Course Title** : Trakindo Outstanding Presentation Skill Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 5 - 6 September 2017  
**Location** : Satellite Training Center Balikpapan  
                  **Jl. Jendral Sudirman No. 848**  
                  **Balikpapan 76114**  
**Phone** : +62 542 762810

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

Participant from outside Balikpapan are required to stay at:

Hotel Fave

Jl. M.T. Haryono No. 78 Balikpapan 76114

+62 542 7585888, 7585999

Check in : 4 September 2017

Check out : 7 September 2017

- Participants have to check in at hotel a day prior training commencement and check out a day after training completed.
- Hotel will provide breakfast, dinner (Rp.130.000,-/Gross/Person/Day), Transportation and daily laundry (6 pieces/day/person) for all participants during the training, under company GL.
- Other expenses not covered under company GL, will charge to Personal Account.
- Coffee break and lunch are include during the training session.
- Dress code during the training session is formal shirt (No Jeans).

Yours sincerely,



Maria Ivony Ratnawati  
Human Resources Manager