

Satellite Training Center Balikpapan

Jl. Jend Sudirman No. 848
Balikpapan 76114 Kalimantan Timur
Tel. (62-542) 762 810
www.trakindo.co.id

Seat Confirmation Letter

Date : October 17, 2017

No. : 111/T&D NorthKal/X/2017/TTAM
To : Technical Training and Assessment Method Participants
From : L&D Senior Supervisor
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

No	Name	SN	Branch	Position
1	SUWOKO SUGIANTO	00003526	Sangatta	Senior Technician
2	ANGGRI FERDIAN	00021337	Tj. Redeb-Berau	Senior Technician
3	RIDUAN NUR	00012217	Samarinda	Senior Technician
4	DONI ARIANTO	00003671	Sangatta	Senior Technician
5	ZAENAL ABIDIN WARSI	00009912	Sangatta	Senior Technician
6	NOVRY M.RAMADHANA	00003035	Tj. Redeb-Berau	Senior Technician
7	SUMARDI	00004567	Balikpapan	Senior Technician
8	UMAR	00010509	Balikpapan	Senior Technician
9	ASWAR HANAS	00007221	Separi	Senior Technician

To Attend:

Course Title : Technical Training and Assessment Method
Time : 08.00 – 17.00 Wita
Schedule : 6-10 November 2017
Location : Satellite Training Center Balikpapan
Jl. Jendral Sudirman No. 848
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 Quest Balikpapan
Jl. Jendral Sudirman
Balikpapan Super Block (BSB) Blok H 11
+62 542 7571881

- Check in : 5 November 2017
 - Check out : 11 November 2017
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- 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 included during the training session.
 - **Dress code during the training session is formal shirt (No Jeans).**

Yours sincerely,



Arisiani R. Wulandari.
L&D Senior Supervisor