

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 31, 2017

No. : 117/T&D NorthKal/X/2017/PIN2
To : Parts Induction 2 Training 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
Batch 1 (6-10 November 2017)				
1	DICKY SYUKMA CHAHYANA	00015506	Balikpapan	Storeman
2	ABDILLAH MAULANA	00034265	Balikpapan	Storeman
3	EKO SETIAWAN	00034481	Samarinda	Counterman
4	FILMON LENGKONG	00030956	Tarakan	Storeman
5	PANCA YULINURCAHYO	00034861	Samarinda	Warehouseman
Batch 2 (20-24 November 2017)				
1	SALMON TANDIRERUNG	00030388	Balikpapan	Storeman
2	HANDI WIJAYA	00030377	Balikpapan	Storeman
3	DEDY JUNIAR	00034472	Samarinda	Warehouseman
4	MOHAMMAD ANSORI	00028761	Samarinda	Parts Analyst
5	DANNY ANDRIANO OROH	00024384	Tarakan	Counterman

To Attend:

Course Title : Parts Induction 2 Training
Time : 08.00 – 17.00 Wita
Schedule : Batch 1 : 6-10 November 2017
Batch 2 : 20-24 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 Zurich
Jl. Jendral Sudirman No. 81
Balikpapan
+62 542 760808

- Check in : Batch 1 : 5 November 2017
Batch 2 : 19 November 2017
 - Check out : Batch 1 : 11 November 2017
Batch 2 : 25 November 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 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