

Seat Confirmation Letter

Date : November 21st, 2017
To : **Zulfan Rutendi** - **SN SAP : 10136**
From : Learning & Development Manager

Dear All,

Aligned with corporate initiatives, Learning and Development – Head Office will conduct “Trakindo Serviceman Award Program 2018 (TSAP)”. As you may assigned as TSAP Area/Divison/Region Representative, we would like to invite you in TSAP National Competition with the following agenda:

No	Activities	Date	Time
1	Technical Meeting	29 November 2017	16:00 – 20:00 WIB
2	TSAP National Competition	30 November – 07 December 2017	07:00 – 17:00 WIB

Venue : PT. Trakindo Utama Training Center
Jl. Raya Narogong KM. 19, Cileungsi, Bogor. Jawa Barat
Ph. (021) 8233361

Let me know if there is changed for the assigned Reps in this program.

Training Center will provide dormitory including meals and laundry for the participants who will attend the training. All participants have to check-in at the dormitory before training started and check-out after the training finished.

Check In Date : **29 November 2017 (Before 15:00 WIB)**

Check Out Date : **08 December 2017**

Training Center should be notified for attendees confirmation at least one week before the course commencement. Should you need further assistance, please do not hesitate to contact us.

Yours Sincerely,



Sumardi
Learning & Development Manager