

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 : February 13, 2018

No. : 010/T&D NorthKal/II/2018/ECE
To : Excellent Customer Experience 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
1	YUYUN ISNINAYA	00004465	Sanga-Sanga	Foreman Service
2	SATRIA SETIAWAN	00008829	HO Northern	Senior Analyst Planning
3	MUHAMMAD NUR SULTAN	00009903	Sangatta	Foreman Service
4	NURUDIN BADRUN	00009914	Sangatta	Foreman Service
5	MUHAMMAD GUNAWAN	00016453	Sangatta	Senior Analyst TechCom
6	DANNY ARIESTYA YUDHA PRATAMA	00025814	Separi	Analyst TechCom
7	ADE HAMKA	00008819	Separi	Foreman Service
8	RUSDIANOOR	00004400	Separi	Foreman Service
9	FARIED FUZIHARY	00014853	Tarakan	Analyst TechCom
10	HARI FEBRIANTO	00004407	Tarakan	Foreman Service
11	M RULLY AFANDI	00007235	Tj. Redeb-Berau	Foreman Service
12	TRI WIBOWO	00007241	Tj. Redeb-Berau	Foreman Service

To Attend:

Course Title : Excellent Customer Experience Training
Time : 08.00 – 17.00 Wita
Schedule : 19-21 February 2018
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:

Swiss-Belinn Balikpapan
Jl. Jendral Sudirman No. 345
Balikpapan
+62 542 746180

- Check in : 18 February 2018
- Check out : 22 February 2018

- 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 (5 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,



Agus Hermanto
STC Head HO Northern