

PT. Trakindo Utama Training Center

Jl. Raya Narogong KM. 19, Cileungsi - Bogor 16820
West Java - INDONESIA
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Seat Confirmation Letter

Ref No. : 0258/SCL/L&TD/II/18
Date : February 23rd, 2018
To : **Febry Yani Syukur** - SN SAP : 2987
From : Learning & Development Manager
CC : Service Operation Pekanbaru
Branch Manager Pekanbaru
Learning & Development Area Northern Sum

Dear All,

Aligned with corporate initiatives, Learning and Development - Head Office will conduct:

Class of : **Instructor Summit**
Date : 05 - 06 March 2018
Time : 07.00 - 17.00 WIB
Venue : PT. Trakindo Utama Training Center
Jl. Raya Narogong KM. 19, Cileungsi, Bogor.
Tel : (021) 8233361

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 : **04 March 2018**
- Check-out date : **06 March 2018**

Student must bring their own:

- Safety shoes
- Overall for all technical course

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

Attached road map to Training Center Cileungsi