

PT. Trakindo Utama Training Center
Jl. Raya Narogong KM. 19, Cileungsi - Bogor 16820
West Java - INDONESIA
Phone: +62-21-8233361 (Hunting), Fax: +62-21-8233360

Seat Confirmation Letter

Ref No. : 0202/SCL/L&TD/II/18
Date : February 23rd, 2018
To : **Jamaluddin - SN SAP : 3494**
From : Learning & Development Manager
CC : Service Operation Jayapura
Branch Manager Jayapura
Learning & Development Area East Indonesia

Dear All,

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

Class of : **MAK Training**
Date : 12 - 14 March 2018
Time : 07.00 - 16.00 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 : **11 March 2019**
- Check-out date : **15 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