

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. : 0787/SCL/L&TD/IX/18
Date : September 06th, 2018
To : **ZULKARNAIN K**
SN SAP : **7784**
From : Learning & Development Manager
CC : Service Operation Soroako
Branch Manager Soroako
Learning & Development Area EAST INDONESIA

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

Class of : **Small Truck Product Service Training**
Date : 17 - 28 September 2018
Time : 08.00 - 17.00 WIB
Venue : PT. Trakindo Utama - Balikpapan Branch
Jl. Jend. Sudirman No. 848 Balikpapan 76114, Kalimantan Timur - Indonesia
Tel : +62 542 762 810

All participants have to check-in at the **Grand Tjokro Balikpapan Hotel (Jl. Marsma R. Iswahyudi No. 21 / RT. 003. Sepinggan, Balikpapan)** before training started and check-out after the training finished.

Hotel will provide breakfast, daily laundry for all participants during the training, under company GL. Other expenses not covered under company GL, will charge to Personal Account.

- Check-in date : **16 September 2018**
- Check-out date : **29 September 2018**

Transportation would be provided by PT Trakindo Utama during the training (Hotel - TU Branch - Hotel). Please standby at the lobby hotel at 07.00 AM.

Student must bring their own:

- Safety shoes
- Overall for all technical course

Should you need further assistance, please do not hesitate to contact us.

Yours sincerely,



Sumardi
Learning & Development Manager