

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. : 0932/SCL/L&TD/XI/18
Date : November 07th, 2018
To : **Budi Priambodo**
SN SAP : **4154**
From : Learning & Development Manager
CC : Service Operation Surabaya
Branch Manager Surabaya
Learning & Development Area JAVA-EAST JAVA

Dear All,

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

Class of : **Engine Performance Analysis**
Date : 12 - 16 November 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 November 2018**
- Check-out date : **17 November 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

Road Map to PT. Trakindo Utama Training Center

