

**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. : 0983/SCL/L&TD/XI/18  
Date : November 16th, 2018  
To : **Arif Rahmat Hidayat**  
SN SAP : **31858**  
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 : **Power Generation Advance**  
Date : 26 - 30 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 : **25 November 2018**
- Check-out date : **01 December 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

## Road Map to PT. Trakindo Utama Training Center

