PT Trakindo Utama

Component Rebuild Center
Jl. Sultan Hasanuddin No. 8
Kariangau, Bakikpapan 76134
Indonesia
Tel. (62-542) 786 3025
www.trakindo.co.id

Seat Confirmation Letter

Date : March 11, 2019

No. : 06/L&D-CSK/III/2017/CSE
To : Customer Service Excellence Training Participants
From : HR Manager
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

No	Name	SN	Branch	Position
1	Catur Wijayanto	32141	CRC	Mechanic CRC
2	Apriliansyah	32146	CRC	Mechanic CRC
3	Saldi Widodo	34004	CRC Balikpapan	Storeman
4	Arif Eko Winarno	34577	CRC Balikpapan	Storeman
5	Achmad Effendi	34784	CRC	Mechanic CRC
6	Desy Atma Sary	40330	CRC Balikpapan	Cashier
7	Ade Imamudin Ma'Arif	40333	CRC Balikpapan	Mechanic CRC

To Attend:

Course Title : **Customer Service Excellence Training**

Time : **08.00 – 17.00 Wita**

Schedule : **20 - 21 March 2019**

Location : **PT Trakindo Utama - CRC Balikpapan**
 Jl. Sultan Hasanuddin No.08 / RT.01 - Kariangau Balikpapan 76134

Phone : **+62 542 7863027**

Facilitator : **Danar Ajie Prabowo**

Following the above confirmation, please find below additional information for your reference:

Participant from outside Balikpapan are required to stay at:

Swiss-Belinn Balikpapan

Jl. Jendral Sudirman No. 345 Balikpapan

+62 542 746180

Check in   : 3/19/2019 – 14.00
Check out   : 3/22/2019 – 12.00

- Participants have to check in at hotel a day prior training commencement and check out a day after training completed.
- Hotel will provide breakfast, transportation (CRC Balikpapan ↔ Hotel), dinner (Rp.130.000,-/Gross/Person/Day), daily laundry (5 pieces/day/person) for all participants during the training, under company GL.
- Other expenses not covered under company GL, will charge to Personal Account.
- Coffee break and lunch are included during the training session.
- **Dress code during the training session is formal shirt (No Jeans).**
- **Please bring your Personal Protective Equipment (PPE) for technical course.**

Yours sincerely,

Maria Ivony Ratnawati
Human Resources Manager