

PT Trakindo Utama

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

Seat Confirmation Letter

Date : March 11, 2019

No. : 05/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	Mad Rofik	19196	CRC Balikpapan	Warehouseman
2	Anton Sujarwo	30987	CRC	Mechanic CRC
3	Eko Tirto Sucahyo	32144	CRC	Mechanic CRC
4	Fiki Johan	33997	CRC Balikpapan	Storeman
5	Joni Eko Purnomo	34817	CRC	Storeman
6	Wahidin	40589	CRC Balikpapan	Mechanic CRC
7	Stefanus Bange Seda Pora Bhoka	45986	CRC Balikpapan	Finance Analyst
8	Muhammad Haidar Yahya	46183	CRC Balikpapan	Mechanic CRC
9	Tanjung Kian Santan	46463	CRC Balikpapan	Mechanic CRC

To Attend:

Course Title : Customer Service Excellence Training
Time : 08.00 – 17.00 Wita
Schedule : 18 - 19 March 2019
Location : PT Trakindo Utama - CRC Balikpapan
Jl. Sultan Hasanuddin No.08 / RT.01 - Kariangau Balikpapan
76134
Phone : +62 542 7863027
Facilitator : Nurul Aisyah Astuti

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 : 3/17/2019 – 14.00

Check out : 3/20/2019 – 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