

Satellite Training Center Balikpapan

Jl. Jend Sudirman No. 848
Balikpapan 76114 Kalimantan Timur
Tel. (62-542) 762 810
www.trakindo.co.id

Seat Confirmation Letter

Date : April 23, 2019

No. : 026/T&D NorthKal/IV/2018/ECE
To : Excellent Customer Experience Training Training Participants
From : Learning & Development Senior Supervisor
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

No	Name	SN	Branch	Position
1	Abdan Kurniansah	00029776	Gunung Bayan	Technician
2	Faisal Ripai	00015112	Gunung Bayan	Senior Technician
3	Muhammad Arsyad	00012877	Samarinda	Senior Technician
4	Riduan Nur	00012217	Samarinda	Senior Technician
5	Anwar Iswandi	00024027	Sangatta	Technician
6	Nasdin	00015796	Sangatta	Senior Technician
7	Slamet	00009908	Sangatta	Technician
8	Adi Sujarwoko	00030351	Separi	Technician
9	Dheni Haryadi	00021707	Separi	Technician

To Attend:

Course Title : Excellent Customer Experience Training
Time : 08.00 – 17.00 Wita
Schedule : 6-10 May 2019
Location : PT Trakindo Utama - STC Samarinda
Jl. Cipto Mangunkusumo - Loajanan
Phone : +62 541 260269

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

- Participant from outside Samarinda are required to stay at:

Hotel Harris
Jl Untung Surapati No.35 Karang Asam Ulu Sungai Kunjang
Samarinda 75243
+62 541 4112700

- Check in : 5 May 2019
- Check out : 11 May 2019

- Participants have to check in at hotel a day prior training commencement and check out a day after training completed.
- Hotel will provide breakfast, dinner (Rp.130.000,-/Gross/Person/Day), Transportation and daily laundry (5 pieces/day/person {1 shirt, 1 pant, 1 underwear, 1undershirt, 1 pair of shocks}) 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).**

Yours sincerely,



Agus Hermanto
Learning & Development Senior Supervisor