

Satellite Training Center Banjarmasin

Jl. A. Yani Km. 16.4 Banjarmasin 70235
South Kalimantan - INDONESIA
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Seat Confirmation Letter

No. : 53 / VII / 2019 Date : July 2, 2019

To : Participant of Basic Working Soft Skills

From : People Development Supervisor

Cc : General Manager, Branch Manager, Human Resources Manager, Department Head,
TC Cileungsi, STC Banjarmasin

We confirm seat for :

NO	BRANCH	NAME	SN
1	Tanjung	Dwi Winarno	12236
2	Tanjung	Heru Purwono	4551
3	Tanjung	Ferry Susilo	11250
4	Muara Teweh	Sigit Purwanto	11248
5	Tanjung	Fahriadi	21977
6	Tanjung	Pahriadi	27440
7	Banjarmasin	Sri Martinah	19360

To Attend:

Course Title : Basic Working Soft Skills

Schedule : 16 – 18 July 2019

Time : 06.30 - 15.30 Wita

Location : STC Tanjung

**Regional Integrated Support Area (RISA), Hauling Paringin
KM 68, Desa Lesung Batu, Kec. Paringin, Kab. Balangan**

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

- Participants from outside Tanjung are required to stay at:

“Mess Trakindo Maburai”

Jl. A. Yani km.11,3 Maburai Kec. Tanjung Kab. Tabalong Kal – Sel Phone

081287996299 (Up. Basuki)

- Check in on 15 July 2019
 - Check out 19 July 2019
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- Participants have to check in at mess a day before training commencement and check out a day after training completed
 - STC Tanjung will arrange transportation from mess to office. Therefore, we need participants to stand by at 05.45 Wita to be pick up by company bus.
 - Mess will provide meals and daily laundry Max. 6 Pcs for all participants during follow the training under company GL.
 - **Dress code during the training session is formal shirt / Uniform (No Jeans).**

Yours sincerely,



Fuad Rahman

People Development Supervisor