

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 : July 8, 2019

No. : 26/L&D-CSK/VII/2017/BWSS
To : Basic Working Soft Skill 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	Wahyu Rama Prasetya	11982	CRC Balikpapan	Warehouseman
2	Akhmad Nur Yuwansyah	23271	CRC Balikpapan	Warehouseman
3	Arsani	29770	CRC Balikpapan	Storeman
4	Bram Indrajid	33992	CRC Balikpapan	Storeman
5	Fikal Hariyadi	33995	CRC Balikpapan	Storeman
6	Fiki Johan	33997	CRC Balikpapan	Storeman
7	Saldi Widodo	34004	CRC Balikpapan	Storeman
8	Rachmad Sholihin Arif	34282	CRC Balikpapan	Storeman
9	Aloman	29659	Gunung Bayan	Counterman
10	Erwan Bahar	30385	Lati	Parts Analyst
11	Muksin	3032	Separi	Counterman
12	Selamat Wahyudi	31815	CRC Balikpapan	Mechanic CRC

To Attend:

Course Title : Basic Working Soft Skill Training
Time : 08.00 – 17.00 Wita
Schedule : 16 - 18 July 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 : 7/15/2019

Check out : 7/19/2019

- 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), daily laundry (5 pieces/day/person) & transportation (CRC Balikpapan ↔ Hotel) 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