

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 : July 9, 2019

No. : 038/T&D NorthKal/VII/2018/ECE
To : Excellent Customer Experience 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	Jaka Insyirah	00014447	Balikpapan	Senior Technician
2	Luthfy Supratikno	00030365	Balikpapan	Technician
3	Prassaga Ongki Tanyudha	00030869	Balikpapan	Senior Technician
4	Nova Widiyanto	00022919	Balikpapan	Technician
5	Ardiansyah	00014830	Sangatta	Senior Technician
6	Tri Risdianto	00023442	Sangatta	Technician
7	Didit Mardi	00030356	Separi	Technician
8	Nelson Parlindungan N	00024661	Tarakan	Technician
9	Moh Rahman Santoso	00024659	Gunung Bayan	Technician
10	Herman	00030619	Sangatta	Technician
11	Hudi Sanjaya	00025889	EMP	Technician
12	Mohammad Firmansyah	00029859	EMP	Technician

To Attend:

Course Title : Excellent Customer Experience Training
Time : 08.00 – 17.00 Wita
Schedule : 15-19 July 2019
Location : Satellite Training Center Balikpapan
JI. Jendral Sudirman No. 848
Phone : +62 542 762810

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
62542746180

- Check in : 14 July 2019
- Check out : 20 July 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