

**PT Trakindo Utama**

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

## Seat Confirmation Letter

Date : July 11, 2019

No. : 35/L&D-CSK/VII/2017/EX06JS022  
To : Operator Forklift kelas II (Refresh) 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	Rudi Hamdani	4398	CRC Balikpapan	Parts Logistic Support
2	Fiki Johan	33997	CRC Balikpapan	Storeman
3	Mahmud Afandi	33998	CRC	Warehouseman
4	Muhammad Amin	33999	CRC	Storeman
5	Saldi Widodo	34004	CRC Balikpapan	Storeman

**To Attend:**

**Course Title** : Operator Forklift kelas II (Refresh) Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 18 July 2019  
**Location** : Hotel Sagita Balikpapan  
Jl. Mayjen Sutoyo No. 69 Balikpapan  
**Phone** : +62 542 820300  
**Facilitator** : PT. ALKON TRAININDO UTAMA

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

Participant from outside Balikpapan are required to stay at:

Hotel Sagita Balikpapan  
Jl. Mayjen Sutoyo No. 69 Balikpapan  
+62 542 820300

Check in : 7/17/2019

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) 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