

PT Trakindo Utama

Training Center Department
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Seat Confirmation Letter

No : 123 / EM / L&TD / VII / 2019
To : **Participants Training of Site Assessment Tool**
From : Learning and Development Manager
Date : July 18th, 2019
Re : Site Assessment Tool Training

Dear all,

Aligned with corporate initiatives, Learning & Talent Development - Head Office will conduct **Site Assessment Tool Training**. Participants on the following schedule:

Class of : **Site Assessment Tool Training**
Date : 31 July – 02 August 2019
Time : 08:00 -17:00 WIB
Venue : **PT Semen Jawa (Siam Cement Group)**
Jl. Pelabuhan 2 KM 11, Talagasari, Desa Sinaresmi, Kec. Gunung Guruh
Kab. Sukabumi, 43157.

NO	SN	NAME	DIVISION	BRANCH
1	19639	ADI YUDHO LESTANTO	SOUTHERN KAL	HO SOUTHERN
2	20615	YANUAR BASUKI	SOUTHERN KAL	BATU KAJANG
3	15053	RIFAI KANDONG	NORTHERN KAL	SANGATTA
4	3719	SUTIKNO	NORTHERN KAL	HO NORTHERN
5	15100	ARDI KASUMA	NORTHERN KAL	HO NORTHERN
6	28839	WAHYUDI WINARTO	NORTHERN KAL	SEPARI
7	4092	MUHAMMAD ICHSAN	CUST SUPPORT	HEAD OFFICE
8	11781	RAHMAD ANTON	CUST SUPPORT	HEAD OFFICE
9	26476	PATRISIUS JOKO SANTOSO	CUST SUPPORT	HEAD OFFICE
10	4081	IRMAWANTO	CUST SUPPORT	HEAD OFFICE
11	33472	MOCHAMMAD ISHAK AL BASHORI	HUMAN CAPITAL	CILEUNGSI
12	29918	FEVIET PRIADHIATMA	JAVA-WEST JAVA	BSD

Head Office has provided a Hotel for the participants, **including meals, laundry, and Transportation (Hotel-Site-Hotel)** which will attend the training. Participant has to check in at the hotel before the training start and check out after the training finished.

- **Hotel Address** : **Hotel Santika Sukabumi**
Jl. Bhayangkara RT 03 RW 01, Gn. Puyuh, Sriwidari, Gn. Puyuh, Kota Sukabumi, Jawa Barat 43121
- **Check in** : **30 July 2019**
- **Check out** : **03 August 2019**

Note.

- **TCAR link will be sent separately from this email for each participant**
- **All participant must bring their own APD/PPE**

PT Trakindo Utama

Emergency contact to:

1. Victor Agni Herlambang HP 0811 9108496; email : victor.herlambang@trakindo.co.id
2. Yuni Aryani HP 0812 9721 9421; email : training.support01@trakindo.co.id

Should you need further information, please do not hesitate to contact us.

Yours sincerely,



Ira Dhamayanti Kamal

Learning & Development Manager