

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 23, 2019

No. : 039/T&D NorthKal/VII/2018/TSS
To : Trakindo Supervisory Skill 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	Donal Sudrajat	00007919	Balikpapan	Foreman Service
2	Arie Octavianus Halapiry	00005263	Balikpapan	Foreman Service
3	Susilo Koco	00003062	Balikpapan	Sales Manager
4	Ricky Andri Wirianto	00013353	Balikpapan	Foreman Service
5	Rahmat Hidayatullah	00002931	Gunung Bayan	Foreman Service
6	Kuncoro Prihendarko	00014969	Gunung Bayan	GA Coordinator
7	Satria Setiawan	00008829	HO Northern	Specialist Planning
8	Angger Kerti Wasiat	00025210	HO Northern	Training Supervisor
9	Joko Sulisty	00016827	Malinau	Foreman Parts
10	Jumadi	00012601	Sangatta	Sr Analyst Service Operations
11	Yoyon Edi Prasetyo	00007228	Separi	Foreman Service
12	Tri Wibowo	00007241	Tj. Redeb-Berau	Foreman Service

To Attend:

Course Title : Trakindo Supervisory Skill Training
Time : 08.00 – 17.00 Wita
Schedule : 29-31 July 2019
Location : Satellite Training Center Balikpapan
Jl. 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:

Hotel Grand Tjokro Balikpapan
Jln Marsma R Iswahyudi RT 03 No 21 Balikpapan, Kalimantan Timur
Balikpapan
+62 542 8521111

- Check in : 28 July 2019
- Check out : 1 Aug 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