

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 29, 2019

No. : 31/L&D-CSK/VIII/2019/TOPs
To : Trakindo Outstanding Presentation 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	Beny Irawan	4753	CRC Balikpapan	Analyst Service Operations
2	Suharnoto	13330	CRC Balikpapan	Analyst Service Operations
3	Candra Juliawan	30372	CRC Balikpapan	Senior Analyst Parts
4	Nurul Aisyah Astuti	40590	CRC Balikpapan	People Development Analyst
5	Mohammad Irsyad	26518	CRC Balikpapan	Office Operation Analyst
6	Nur Hasanah	15458	CRC Balikpapan	Analyst Service Operations
7	Yuliwiyanto	4022	CRC	Facility technician

To Attend:

Course Title : Trakindo Outstanding Presentation Skill Training
Time : 08.00 – 17.00 Wita
Schedule : 05 - 06 August 2019
Location : Satellite Training Center Balikpapan
Jl. Jendral Sudirman No. 848 Balikpapan 76114
Phone : +62 542 762810
Facilitator : Innanas Huda

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 : 8/4/2019

Check out : 8/7/2019

- 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 (Hotel ↔ STC Balikpapan) 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