

Seat Confirmation Letter

Date : 12 August 2019
To : Participants
From : Training Center Batu Hijau
Cc : TBHD General Manager and Dept. Heads.
Subject : Seat Confirmation – NPI 623K (21 – 23 August 2019)

Dear Sirs,

We are delighted to confirm seats for:

No.	SN. SAP	Name	Branch / Area	Crew
1	00003828	PRAPTO	BATU HIJAU	STD
2	00013127	RIFAI FELDANO PAKPAHAN	BATU HIJAU	A
3	00011767	JUNI SAPUTRO	BATU HIJAU	B
4	00013684	RAHMANTO	TC CILEUNGSI	STD
5	00021871	JOKO PURNOMO	HEAD OFFICE	STD
6	00005567	INDRA WAHYUDHI	HEAD OFFICE	STD

To attend:

Training : NPI 623K
Date : 21 – 23 August 2019
Time : 07:30 - 16:30
Instructor : Robert Wang
Venue : Trakindo COC – Meeting Room

Please note:

- Training Center – Batu Hijau does not send seat confirmation in hard copy.
- Please pass this Seat Confirmation letter to your participant. He/she should hand it in before class commencement for administration purpose.
- **Please note that the participant should bring his/her own PPE (safety shoes, vest, glasses, padlock and hard hat) otherwise he/she will not be allowed to attend the practical session.**

Yours Sincerely,



Eddy Rizaldi Pamuntjak
Human Resources Manager