

**Satellite Training Center Banjarmasin**

Jl. A. Yani Km. 16.4 Banjarmasin 70235  
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## Invitation Letter

No. : 07 / VIII / 2019 Date : August 26, 2019  
To : Participants of Customer Service Excellence Refreshment  
From : People Development Supervisor  
Cc : General Manager, Branch Manager, Human Resources Manager, Manager Part,  
Department Head, TC Cileungsi, STC Banjarmasin

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**We confirm seat for :**

<b>NO</b>	<b>BRANCH</b>	<b>NAME</b>	<b>SN</b>
1	Batu Kajang	Jonri Putra Haposan Damanik	24031
2	Tanjung	Pahriadi	27440
3	Tanjung	Buhari	29973
4	Batu Kajang	Siswandi	28855
5	Muara Teweh	Arik Satria Kurniawan	27441
6	Tanjung	Dwi Anggraini	

**To Attend:**

**Event** : Customer Service Excellence Refreshment  
**Schedule** : 02 September 2019  
**Time** : 06.30 - 15.30 Wita  
**Location** : STC Tanjung  
Regional Integrated Support Area (RISA), Hauling Paringin  
KM 68, Desa Lesung Batu, Kec. Paringin, Kab. Balangan

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

- Participants from outside Tanjung are required to stay at:

**“Mess Trakindo Maburai”**

**Jl. A. Yani km.11,3 Maburai Kec. Tanjung Kab. Tabalong Kal – Sel Phone  
081287996299 (Up. Basuki)**

- Check in on 01 September 2019
- Check out 03 September 2019

- Participants have to check in at mess a day before training commencement and check out a day after training completed
- STC Tanjung will arrange transportation from mess to office. Therefore, we need participants to stand by at 05.45 Wita to be pick up by company bus.
- Mess will provide meals and daily laundry Max. 6 Pcs for all participants during follow the training under company GL.
- **Dress code during the training session is formal shirt / Uniform (No Jeans).**

Yours sincerely,



**Fuad Rahman**

People Development Supervisor