

PT Trakindo Utama

Training Center Department
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Seat Confirmation Letter

No : 175 / HC / L&TD / IX / 2019
To : **Participants Training of General Affair Management**
From : Learning and Development Manager
Date : Sep 11th, 2019
Re : **General Affair Management Training**

Dear all,

Aligned with corporate initiatives, **PT SYNERGIS DAVREN INDONESIA (HRD SPOT)** will conduct **General Affair Management Training**. Participants on the following schedule:

Class of : **General Affair Management Training**
Date : 17-18 Sep 2019
Time : 09:00 -16:00 WIB
Venue : Hotel Ibis Jakarta Cawang
Jl. Letjen M.T. Haryono No.9, RT.1/RW.6, Cawang, Kec. Kramat jati,
Kota Jakarta Timur, Daerah Khusus Ibukota Jakarta 13630

NO	SN	NAME	DIVISION	BRANCH
1	26518	MOHAMMAD IRSYAD	CUST SUPPORT	CRC BALIKPAPAN
2	13275	IRFAN KURNIAWAN	BATU HIJAU	BATU HIJAU

Head Office has provided a hotel for the participants from Outside Area, **including breakfast** which will attend the training. Participants has to check in at the hotel before the training start and check out after the training finished.

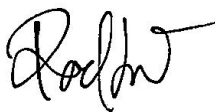
- **Hotel Address** : **Hotel Ibis Jakarta Cawang**
Jl. Letjen M.T. Haryono No.9, RT.1/RW.6, Cawang, Kec. Kramat jati,
Kota Jakarta Timur, Daerah Khusus Ibukota Jakarta 13630
- **Check in** : **16 Sep 2019**
- **Check out** : **19 Sep 2019**

Emergency contact to:

1. Nanang Kurniawan HP 0812 1181 490; email : nanang.kurniawan@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