

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 : September 17, 2019

No. : 061/T&D NorthKal/IX/2018/CSE
To : Customer Service Excellent Training 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	Agung Gumilar	00024328	Samarinda	Counterman
2	Eko Setiawan	00034481	Samarinda	Counterman
3	Ahmad Pirlani	00019367	Samarinda	Warehouseman
4	Rheza Anggun Fermana	00027485	Samarinda	Warehouseman
5	Ahmad Iskandar	00020811	Samarinda	Assistant Service Accounts
6	Hudha Irwanda Setiawan	00030605	Sangatta	Counterman
7	Diansaorasi Hutabarat	00023675	EMP	Senior Analyst Planning
8	Fahriza Aulia Nugraha	00008822	EMP	Office Operation Analyst
9	Vitriani	00034562	EMP	Parts Analyst

To Attend:

Course Title : Customer Service Excellent Training
Time : 08.00 – 17.00 Wita
Schedule : 23-24 September 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 Quest Balikpapan
Jl. Jendral Sudirman
Balikpapan Super Block (BSB) Blok H 11
+62 542 7571881

- Check in : 22 September 2019
- Check out : 25 September 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