

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 : September 26, 2019

No. : 39/L&D-CSK/X/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	Takdir	8637	CRC	Analyst Facility & Fixed Assets
2	Apriadi Noor	17044	CRC Balikpapan	Analyst Service Operations
3	Wahyudi	19533	CRC Balikpapan	Analyst Service Operations
4	Wahyu Setiawan	21498	CRC Balikpapan	Sr. Analyst Parts
5	M. Rezky Fathurrochim	48255	CRC Balikpapan	Analyst Technical Communicator
6	Jeffry Ladjeba	15459	CRC Balikpapan	Analyst Production Planning
7	Charel Gilbert	15784	CRC Balikpapan	Analyst Service Accounts
8	Deska Harsela Haris	33984	CRC Balikpapan	Analyst Human Resources

To Attend:

Course Title : Trakindo Outstanding Presentation Skill
Time : 08.00 – 17.00 Wita
Schedule : 02 - 03 October 2019
Location : PT Trakindo Utama - CRC Balikpapan
Jl. Sultan Hasanuddin No.08 / RT.01 - Kariangau
Balikpapan 76134
Phone : +62 542 7863027
Facilitator : Maria Ivony Ratnawaty

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 : 01 October 2019

Check out : 04 October 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 ↔ CRC 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