

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 : December 10, 2019

No. : 083/T&D NorthKal/XI/2019/6020B
To : 6020B HMS PRODUCT SERVICE 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	Rahmadi	00024680	Melak	Senior Technician
2	I Nengah Mardika	00003428	Sangatta	Senior Technician
3	Muh Saifuddin	00009905	Sangatta	Technician
4	Fajar Khoirudin Hidayat	00021731	Sangatta	Technician
5	Samsul Arifin	00003783	Sangatta	Senior Analyst Technical Communicator
6	Yanuar Aji Unggul S	00023457	EMP	Technician

To Attend:

Course Title : 6020B HMS PRODUCT SERVICE TRAINING
Time : 08.00 – 17.00 Wita
Schedule : 16-20 December 2019
Location : Satellite Training Center Balikpapan
JI. Jendral Sudirman No. 848
Phone : +62 542 762810

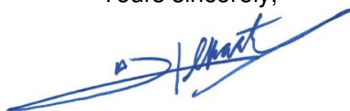
Following the above confirmation, please find below additional information for your reference:

- Participant from outside Balikpapan are required to stay at:

Hotel Fave
Jl. M.T. Haryono No. 78
Balikpapan 76114
+62 542 7585888, 7585999

- Check in : 15 December 2019
 - Check out : 21 December 2019
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- 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, 1 undershirt, 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.

Yours sincerely,



Agus Hermanto
Learning & Development Senior Supervisor