



Ref. No : 009/JB-SBY///2020  
Date : January 8, 2020  
To : ANGGI SETYAWAN, SN : 50137  
From : East Java HR Senior Supervisor  
Cc : Surabaya Branch Head, Surabaya Workshop Senior Supervisor, Surabaya Service Operation Foreman, Training Center Manager

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Dear **Mr. Anggi**,

Refer to Skill Assessment Request from your Superior and approval by all related person, herewith we invite you to attend assessment process:

Event Title:	<b>Skill Assessment</b>
Schedule:	<b>14 Januari 2020</b>
Time:	<b>07:00 – 17:00 WIB</b>
Location:	<b>PT Trakindo Utama – Training Center Cileungsi</b>
Category:	<b>Technician</b>

You must bring your own:

1. Safety boots and overall for all activity during certification process
2. Serviceman Proficiency Book

You should communicate to **Mr. Wahid Abdurakhman** as the person in charge who will lead this process.

  
**Vera N. Joesoef**  
East Java HR Senior Supervisor