

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 : January 16, 2020

No. : 003/T&D NorthKal/I/2020/CSE
To : Customer Service Excellent 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	Ganda Zulkifli Simanjuntak	00023993	Sangatta	Analyst Planning
2	Sandy Wibisono	00010207	Tj. Redeb-Berau	PS Sales Representative
3	Adi Prasetya	00048130	Melak	Counterman
4	Biyani Hermawan	00024368	Balikpapan	Analyst Accounting
5	Darmaji	00026237	Lati	Counterman
6	Robertus Hajang	00029649	Separi	Assistant Service Accounts
7	Sonny Dimas Aryanto	00050139	SOS Balikpapan	Assistant Technician SOS Laboratory
8	Wahyu Catur Kurniawan	00010343	Samarinda	Counterman
9	Wahyu Santoso	00023046	Samarinda	Parts Analyst
10	Rachmalia Mardiani	00047051	EMP	Safety, Health & Environment Analyst

To Attend:

Course Title : Customer Service Excellent Training
Time : 08.00 – 17.00 Wita
Schedule : 22-23 January 2020
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:

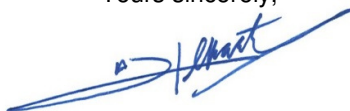
- Participant from outside Balikpapan are required to stay at:

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

- Check in : 21 January 2020
- Check out : 24 January 2020

- 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.

Yours sincerely,



Agus Hermanto
Learning & Development Senior Supervisor