

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 : February 5, 2020

No. : 007/T&D NorthKal/I/2020/POP
To : Pengawas Operational Pertama 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	Endri Asmoro Putro	00009747	BSD	Project Supervisor
2	Andreas Tedy	00008817	Cirebon	Zone Leader

To Attend:

Course Title : Pengawas Operational Pertama Training
Time : 08.00 – 17.00 Wita
Schedule : 10-14 February 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:

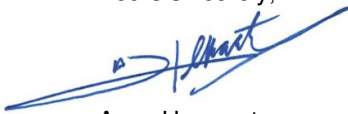
- Participant from outside Balikpapan are required to stay at:

Hotel Grand Tjokro Balikpapan
Jln Marsma R Iswahyudi RT 03 No 21 Balikpapan, Kalimantan Timur
Balikpapan
+62 542 8521111

- Check in : 9 February 2020
- Check out : 15 February 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, 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