

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 19, 2020

No. : 014/T&D NorthKal/II/2020/UPL
To : Using Parts Literature 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	HANDI WIJAYA	00030377	Balikpapan	Counterman
2	SENANTO	00023443	Sangatta	Storeman
3	JOHN PASORONG	00011984	Sangatta	Counterman
4	WAHYU CATUR KURNIAWAN	00010343	Samarinda	Counterman
5	DEDY JUNIAR	00034472	Samarinda	Counterman
6	ANDI IRFAN	00030386	Lati	Counterman
7	HERDIANTO	00027389	Melak	Counterman

To Attend:

Course Title : Using Parts Literature Training
Time : 08.00 – 17.00 Wita
Schedule : 26-28 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:

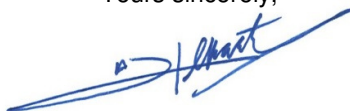
- Participant from outside Balikpapan are required to stay at:

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

- Check in : 25 February 2020
- Check out : 29 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, dinner (Rp.150.000,-/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