

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 : March 6, 2020

No. : 024/T&D NorthKal/III/2020/TOPS
To : TRAKINDO OUTSTANDING PRESENTATION SKILLS 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	Arief Rachman	00004746	Balikpapan	General Administration Analyst
2	Jati Nugroho	00023450	HO Northern	Analyst Warranty
3	Adi Susanto	00034485	Lati	Sr Analyst Maintenance Coordination
4	Kuncoro Prihendarko	00014969	Melak	General Administration Coordinator
5	Mochamad Annas Fatoni Hadi	00029299	Melak	PS Sales Executive
6	Andi Setiawan	00022402	Samarinda	Analyst Accounting
7	Anwar	00011548	Samarinda	Senior Technician
8	Wahyu Santoso	00023046	Samarinda	Parts Analyst
9	Marthinus Rangga Sanapang	00020105	Separi	Analyst Service Operations
10	Anggri Ferdian	00021337	Tj. Redeb-Berau	Senior Technician
11	Wahris Shobri Atmaja	00028287	Tj. Redeb-Berau	Analyst Service Operations

To Attend:

Course Title : TRAKINDO OUTSTANDING PRESENTATION SKILLS Training
Time : 08.00 – 17.00 Wita
Schedule : 16-17 March 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 : 15 March 2020
- Check out : 18 March 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