

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 9, 2020

No. : 026/T&D NorthKal/III/2020/EE
To : ELECTRONIC ENGINE 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	M Hadi Irawan	00021300	Balikpapan	Senior Technician
2	Jaka Insyirah	00014447	Balikpapan	Senior Technician
3	Hary Agus Suzanto	00019530	Balikpapan	Technician
4	Muhammad Jumain	00025050	Balikpapan	Senior Technician
5	Wahyudin Supriyadi	00017285	Separi	Senior Technician
6	Faisal Ripai	00015112	Gunung Bayan	Senior Technician
7	Dedy Bukori	00020782	Melak	Senior Technician
8	Denny Pajri	00011702	Tj. Redeb-Berau	Senior Technician
9	Hermansyah	00026904	Lati	Technician

To Attend:

Course Title : ELECTRONIC ENGINE TRAINING
Time : 08.00 – 17.00 Wita
Schedule : 16-20 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 Ibis
Jl Ery Suparjan No.2 Balikpapan, Kalimantan Timur
Balikpapan,76112
+62 542 821820/ 820821

- Check in : 15 March 2020
- Check out : 21 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