

Assessment Invitation Letter

Date : 10 Nov 2023
To : **Technician**
From : Satellite Training Center Sumatera
Cc : Service Leader, Dept Head, Branch Head, HC Head, L&D Head
Subject : Assessment Invitation Letter

Dear Participant,
Refer to Competency Assessment Request from your Superior and approval by all related person, herewith we invite you to attend Assessment process:

Pers.No.	Complete Name	Branch	Category	Schedule
10002332	Yan Feber Parsaulian Panggabean	Tanjung Enim	Technician	15 – 16 Nov 2023
10002333	Rizky Ramadoni	Tanjung Enim	Technician	15 – 16 Nov 2023

Event Title : Competency Assessment
Time : 08:00 - 17:00 WIB
Location : PT. Trakindo Utama – Site Tanjung Enim
Map : <https://maps.app.goo.gl/BjWb49cRS5kqfZj57>

You must bring your own:

1. APD for all activity during Assessment process
2. Serviceman Proficiency Book

You should communicate to Mr. Jekky Darnas as the person in charge who will lead this process.

Yours Sincerely,



Tri Nova Setiyawan
Supervisor Human Resources