

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 : November 16, 2023

No. : 107/T&D NorthKal/XI/2023/BTFT Phase 2
To : Basic Technical For Technician Phase 2 Participants
From : Learning & Development Leader
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

No	Name	SN	Branch	Position
1	Moehammad Qadri Husain	10002568	Palu	Technician Trainee
2	Faizal Firdaus	10002579	Batam	Technician Trainee
3	Medica Riky Tandiara	10002585	Kendari	Technician Trainee
4	Muchammad Reynaldi	10002586	Kendari	Technician Trainee
5	Adi Saputra	10002721	Bengalon	Technician Trainee
6	Ma'arif Fadhli	10002724	Bengalon	Technician Trainee
7	Rizki Ramadani	10002733	Bengalon	Technician Trainee
8	Aldi Guntur Prasetyo	10002734	Bengalon	Technician Trainee
9	Muhamad Rizaldy Putra	10002740	Bengalon	Technician Trainee
10	Dwika Lesmana	10002741	Bengalon	Technician Trainee
11	Paris Nathael Ainaro Ramadhan	10002832	Cileungsi	Technician Trainee

To Attend:

Course Title : Basic Technical For Technician Phase 2
Time : 08.00 – 17.00 Wita
Schedule : 20 November - 22 December 2023
Location : PT Trakindo Utama - 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 Mega Lestari Balikpapan

Jl. ARS Moh. No.32, Klandasan Ulu, Kec. Balikpapan Kota, Kalimantan Timur 76112

Balikpapan

(0542) 411811

- Check in : 19 November 2023
 - Check out : 23 December 2023
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- 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 100.000/include tax), transportation (Hotel-Office PP), 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,



Yenni

Training & Development Leader