

**Satellite Training Center Balikpapan**

**Jl. Jend Sudirman No. 848**  
**Balikpapan 76114 Kalimantan Timur**  
**Tel. (62-542) 762 810**  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : November 25, 2019

No. : 091/T&D NorthKal/XI/2019/ECE  
To : Excellent Customer Experience 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	Denni Sulistyo Putro	00030858	Balikpapan	Technician
2	Kristian Hadinata	00023740	Balikpapan	Technician
3	Khoerun Salim	00010830	Lati	Senior Technician
4	Wisnu Mahadi	00013354	Lati	Senior Technician
5	Giyanto	00020762	Sangatta	Technician
6	Zanwar Arifin	00003683	Sangatta	Senior Technician
7	Darman Askha	00030650	Sangatta	Technician
8	Arman	00021648	Separi	Technician
9	Wahdi Kurniadi	00024620	Separi	Technician
10	Arief Rahman	00004569	EMP	Senior Technician
11	Jenar Arumtya	00021302	EMP	Technician
12	Edy Ikrom	00021725	MRC Balikpapan	Technician
13	Agustiadi	00026910	MRC Balikpapan	Technician
14	Muhammad Hendra	00027357	MRC Balikpapan	Technician
15	Kasmanto	00034546	EMP	Senior Technician

**To Attend:**

**Course Title** : Excellent Customer Experience Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 2-6 December 2019  
**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, 7585999**

- Check in : 1 December 2019
- Check out : 7 December 2019

- 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.130.000,-/Gross/Person/Day), Transportation and daily laundry (5 pieces/day/person {1 shirt, 1 pant, 1 underwear, 1 undershirt, 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