



# Marine Electricals (India) Limited

Plot Nos. N-51, 52, 54, 55, 56, 57, 59 & 60, Phase IV, Verna Industrial Estate, Verna, Salcete, South Goa, Goa - 403722. Tel.: 0832-6625650  
Website : www.marineelectricals.com CIN : L31907MH2007PLC176443 (Formerly known as Marine Electricals (I) Pvt. Ltd.)



January 10, 2024

Ms. Zelia U. Colaco

H.NO.-201, Khursamoll, Uguem, Sanguem, Goa-403 704

Contact – 7057942104

Email: zeliacolaco2117@gmail.com

## TO WHOMSOEVER IT MAY CONCERN

Dear Zelia U. Colaco ,

We are pleased to extend to you, this offer as an intern at Marine Electricals (I) Ltd. The duration of your training period is from 15th January 2024 to 4th May 2024. You will be reporting to Mr. Ashish Pareek- Assistant Accounts Manager - GOA.

During your internship period, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your internship period, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information (as applicable).

You will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

During your internship, your HR single point of contact (SPOC) is Ms. Mansi Adhikari. She is reachable on: 766724735. Kindly submit your report at the end of the training period to your HR SPOC.

We welcome you to our organization and wish you all the best.

Thanking You,

Yours Sincerely,

For Marine Electricals (I) Ltd.,

(Mansi Adhikari)

HR Executive