To

Mr. M.K. MAJUMDAR

General Manager-Operations

Electroteknica Switchgears Pvt. Ltd.

KOLKATA

700026 Date: 15/12/2017

**Sub: Winter Training for our student**

Respected Sir,

 Rohit Kumar Ram, 3rd year student of Instrumentation & Control engineering are keen to undertake Vocational Training at your esteemed organization for a period of 2 weeks during the ensuring winter vacation in December-January 2017-18.

We would ever remain thankful if you accommodate them in your organization and give them an opportunity to have a first hand knowledge of your operational aspects.

We sincerely hope that you would give your concurrence in this regard.

Thanking you

Sincerely yours,

Mr. Sudipta Bardhan

Head of the Department

Instrumentation & Control Engg.

Haldia Institute of Technology

NAME OF THE STUDENT: -

1. Rohit Kumar Ram [15/IC/43]