

Rise Tech Village

123 Tech Street, Innovation City, IC 12345

Date: September 11, 2025

Service Letter

Dear Kalhara Dasanayaka,

This letter serves as confirmation of your employment with our organization.

Employee Details:

- **Name:** Kalhara Dasanayaka
- **Position:** Employee
- **Department:** IT/Rise AI
- **Email:** kdasanayakahello22@gmail.com

If you have any questions, please contact our HR department.

Sincerely,

HR Department

Rise Tech Village

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