

**Date: 16 May 2025**

**Name: Govindan**

**Employee Code: VL8**

**Designation: Software Engineer**

**Dear Mr. Govindan ,**

**Sub: Service Confirmation**

VLead Design Services appreciates your continuous participation and involvement in the organizational growth. Based on the review of your performance for the period from (Date) to (Date), we are pleased to inform and confirm your services with effect from 16 May 2025 in the organization.

All other terms and conditions as per your appointment order will remain unchanged.

Please sign and return the enclosed copy of this letter as a token of acknowledgement.

We wish you all the best in your assignments with VLead Design Services.

For VLead Design Services Private Limited

Nirmala Thamarai  
Manager - HR