

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Congratulations on reaching this significant milestone in your career at [Company Name]! Today, we celebrate [specific milestone, e.g., your 5th anniversary, your promotion to (new position), etc.].

Your dedication and hard work have made a remarkable impact on our team and the success of our organization. [Include a specific example of their contributions or achievements].

We appreciate your commitment and are grateful to have you as part of our family. We look forward to seeing all the incredible things you will accomplish in the future.

Thank you for being an essential part of [Company Name].

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]