

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

Dear [Employee's Name],

Congratulations on your work anniversary! This milestone reflects your dedication, hard work, and valuable contributions to our team.

Your efforts in [mention specific projects or achievements] have significantly impacted our success, and we truly appreciate your commitment.

We look forward to celebrating many more years of your professional journey with us.

Best wishes,

[Your Name]

[Your Signature (if printed)]