

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]

Dear [Recipient's Name],

Congratulations on your work anniversary with [Company Name]!

As we celebrate [Number] years of your dedication and hard work, I want to take a moment to express my gratitude for your contributions and commitment to our team. Your efforts have not only helped our company grow but have also made an impact on your colleagues and clients alike. Reflecting on your time here, it's clear that your skills and passion have played a vital role in our successes. Your initiatives, [mention specific projects or accomplishments], are just a few examples of the exceptional work you consistently deliver.

Thank you once again for being an invaluable part of our team. I look forward to seeing what the future holds for you and the continued impact you will have at [Company Name].

Best wishes on your anniversary and for the year ahead!

Sincerely,

[Your Name]
[Your Position]