

\*\*[Your Company Name]\*\*  
\*\*[Company Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Date]\*\*  
\*\*[Employee's Name]\*\*  
\*\*[Employee's Position]\*\*  
\*\*[Employee's Address]\*\*  
\*\*[City, State, Zip Code]\*\*

Dear [Employee's Name],

Congratulations on reaching a significant milestone in your career with us! It is with great pleasure that we celebrate your [number] years of dedicated service at [Company Name].

Your hard work, commitment, and passion have truly made a difference, and we are grateful to have you as part of our team. Your contributions have not only helped us achieve our goals but have also inspired those around you.

As a token of our appreciation, we invite you to [mention any celebration details, e.g., lunch, dinner, gift, etc.]. We hope you take this time to reflect on your achievements and the positive impact you've had on our team.

Thank you for being an invaluable member of [Company Name]. We look forward to many more successful years ahead together!

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]