

[Your Name]
[Your Job Title]
[Your Company]
[Date]
[Employee's Name]
[Employee's Job Title]
Dear [Employee's Name],
Congratulations on your [number] year work anniversary with [Company Name]!
Your dedication and hard work have contributed significantly to our team's success. We appreciate your efforts and commitment.
Looking forward to many more successful years together!
Best regards,
[Your Name]
[Your Job Title]