

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

Dear [Employee's Name],

I hope this message finds you well.

Today marks a significant milestone in your career with us at [Company Name]. As you celebrate your [number of years] work anniversary, I would like to take this opportunity to express my sincerest gratitude for your [hard work/commitment/dedication] over the years.

Your contributions have been invaluable, particularly in [specific project or achievement]. Your ability to [specific skill or quality] has not only enhanced our team's performance but has also inspired those around you.

Thank you for being an integral part of our [Company Name] family. We look forward to celebrating many more milestones with you.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]