

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

Dear [Employee's Name],

I hope this message finds you well. As we commemorate your [number] years with [Company Name], I want to take a moment to express my sincere appreciation for your hard work and dedication.

Your contributions to our team have significantly impacted our success and fostered a positive work environment. Your commitment to excellence and your collaborative spirit are truly commendable.

As you reflect on your journey with us, I encourage you to take pride in all that you have achieved. We are grateful to have you as part of our team and look forward to many more years of collaboration and success together.

Congratulations on your work anniversary!

Best regards,

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