

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

Dear [Recipient's Name],

I hope this message finds you well.

As we celebrate your [number of years] work anniversary at [Company Name], I wanted to take a moment to express my heartfelt gratitude for your outstanding contributions over the years. Your dedication and hard work have not only driven our team forward but have also inspired those around you.

[Personal anecdote or example of their contributions]

Your positive attitude and commitment to excellence make a significant difference in our workplace. We are incredibly fortunate to have someone of your caliber as part of our team.

Thank you for everything you do, and here's to many more successful years together at [Company Name]!

Warm regards,

[Your Name]
[Your Position]