

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

Dear [Employee's Name],

Today marks a significant milestone in your career with us, and I want to take a moment to celebrate your [number] years of dedicated service.

From the day you joined our team, you have exemplified our values of [list values: teamwork, integrity, innovation, etc.]. Your contributions have made a tremendous impact on our projects and the overall success of our organization.

Your [specific qualities or achievements, e.g., leadership, creativity, work ethic] has inspired not just your colleagues but the entire team. It's incredibly rewarding to see how you've grown professionally and personally over the years.

As we reflect on your journey, I encourage you to take pride in all you have accomplished. We are excited about your future and look forward to the continued growth and success that lies ahead.

Thank you for being an essential part of our team. Here's to many more years of shared achievements and inspiring work together!

Warmest regards,

[Your Name]

[Your Position]