

[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],

Congratulations on reaching this significant milestone in your career with [Company Name]! Today marks [number of years] years since you joined our team, and we want to take a moment to celebrate your contributions and achievements.

Over the years, your dedication and hard work have made a lasting impact on our organization. [Include specific examples of achievements, projects, or contributions]. Your commitment to excellence has not only helped us succeed but has also inspired your colleagues.

As we reflect on the past [number of years], we are excited about what the future holds. We look forward to seeing you continue to grow and thrive in your role and contribute to our shared goals.

Thank you for being an invaluable part of the [Company Name] family. We appreciate you and all that you do.

Warmest regards,

[Your Name]  
[Your Position]