

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

Dear [Employee's Name],

Happy Work Anniversary!

Today marks [number] years since you joined our team, and I wanted to take a moment to express my sincere gratitude for your hard work and dedication. Your contributions to [specific projects or achievements] have significantly impacted our success and made a lasting impression on your colleagues.

Your [mention any specific qualities, skills, or attributes] is truly commendable, and we are fortunate to have you as part of our team. Your commitment to excellence and ability to [mention any relevant accomplishments or initiatives] showcases your professionalism and passion for your work.

As we celebrate this milestone, I look forward to witnessing your continued growth and success here at [Company Name]. Thank you for your dedication, and here's to many more successful years ahead!

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]