

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

Dear [Employee's Name],

Congratulations on reaching another milestone in your journey with us! Today marks your [number] year anniversary at [Company Name], and it is a perfect occasion to celebrate your contributions and achievements. Your dedication and hard work have not gone unnoticed. Over the past year, you have [mention specific achievements or contributions]. Your commitment to excellence and teamwork inspires everyone around you, making a significant impact on our success.

As we reflect on the past year, it's clear that your presence enhances our workplace culture and drives our team forward. We are grateful for the passion and creativity you bring each day.

Looking forward, we are excited to see where your talents will take you in the next chapter of your career. Together, we will continue to achieve great things and overcome new challenges.

Enjoy this special day, and thank you for being a valuable part of our team!

Warmest regards,
[Your Name]
[Your Position]
[Company Name]