

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

Dear [Recipient's Name],

I hope this message finds you well. Today marks a significant milestone as we celebrate your [Xth] work anniversary with [Company Name].

Over the past [number of years], your contributions have been invaluable to our team and the organization's growth. Your dedication, professionalism, and [specific quality or achievement] have set a standard for all of us.

We are grateful for your hard work and commitment. Looking forward, I am excited to see how you will continue to drive [specific goal or value related to the company] in the years to come.

Congratulations on this special occasion!

Best regards,

[Your Name]  
[Your Job Title]