

[Your Name]  
[Your Position]  
[Company Name]  
[Company 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 your [number] year work anniversary with  
[Company Name]!

Your hard work, dedication, and commitment to excellence have  
significantly contributed to our success. We truly appreciate everything  
you do and are grateful to have you as part of our team.

Here's to celebrating this milestone and looking forward to many more  
years of success together!

Best wishes,

[Your Name]  
[Your Position]