

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Congratulations on your work anniversary! It's been [number of years] years since you joined our team, and we want to take this moment to express our gratitude for your dedication and hard work.

Your contributions to the team have been invaluable, and your collaborative spirit has made a significant impact on our success. The way you support your colleagues and foster a positive work environment truly embodies our company values.

As we celebrate this special milestone, we look forward to continuing our journey together and achieving even greater success as a team. Thank you for being such an important part of our organization.

Best wishes for your continued success!

Sincerely,

[Your Name]

[Your Position]

[Company Name]