

[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 your work anniversary!

As you celebrate [number] years with us, I want to take a moment to express my gratitude for the dedication and hard work you have consistently displayed. Your contributions have greatly impacted our team and the organization as a whole.

Over the years, I have witnessed your growth, professionalism, and unwavering commitment. [Include a specific example of an accomplishment or positive impact]. Your ability to [mention a key strength or quality] has made a significant difference in our workplace.

Thank you for being such a vital part of our success. I look forward to seeing all the great things you will continue to accomplish in the coming years.

Best wishes on this special occasion!

Sincerely,

[Your Name]  
[Your Position]