

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Happy Work Anniversary!

Today marks [number] incredible years since you joined our team at [Company Name]. Your dedication, creativity, and passion have truly made a difference in our workplace, and it's a pleasure to celebrate this milestone with you.

Reflecting on the journey we've shared, I am reminded of how your contributions, such as [specific achievement or project], have significantly impacted our success. Your ability to [specific skill or quality] stands out, and I am grateful to have you as part of our family. As we celebrate this anniversary, I want to express my heartfelt appreciation for all that you do. Here's to many more years of working together, achieving great things, and enjoying this exciting journey.

Best wishes,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]