

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Position]
Dear [Employee's Name],
Happy Work Anniversary!

Today marks [number] years since you joined [Company Name], and I want to take a moment to celebrate your incredible journey with us. Your dedication, hard work, and enthusiasm have greatly contributed to our success and positively impacted the team.

Your commitment to [specific project or value] has truly set you apart and has helped shape our company culture in a meaningful way. We are grateful for everything you do and the positivity you bring to the workplace.

As you reflect on the past [number] years, please know that your efforts are recognized and valued. We look forward to many more years of achievements together!

Thank you for being such an important part of our team.

Warmest wishes,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]