

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Celebrating Your 5th Anniversary

Dear [Employee Name],

Congratulations on reaching your five-year milestone with [Company Name]! We are writing to express our sincere appreciation for your dedication and hard work over the past half-decade.

Your contributions have played a vital role in our growth and success. In recognition of this significant milestone, we are pleased to award you a one-time anniversary bonus of \$[Amount]. This bonus will be included in your next paycheck on [Pay Date].

Thank you for being an essential part of our team. We look forward to many more years of continued success together.

Best regards,

[Manager Name/HR Representative Name]

[Title]

[Company Name]