

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Congratulations on 10 Years of Excellence

Dear [Employee Name],

It is with great pride and appreciation that we congratulate you on reaching your 10th anniversary with [Company Name]. Achieving a decade of service is a remarkable milestone that speaks volumes about your dedication, loyalty, and expertise.

Over the past ten years, your contributions have been vital to our growth and success. We recognize the hard work and passion you have brought to your role every day. You have played an integral part in shaping our company culture and helping us reach our corporate goals.

To celebrate this significant achievement, the company is pleased to award you a one-time Achievement Bonus in the amount of [Amount]. This bonus will be included in your [Month] payroll cycle.

In addition to this bonus, please find enclosed a [Description of additional gift/plaque/certificate] as a token of our gratitude for your decade of service.

Thank you for being a valued member of the [Company Name] family. We look forward to many more years of continued success together.

Best regards,

[Signature]

[Manager/Executive Name]

[Title]