Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Recognition of Five Years of Service

Dear [Employee Name],

It is with great pleasure that I congratulate you on reaching your five-year anniversary with [Company Name].

Since joining us on [Start Date], you have become an integral part of our team. This milestone is a testament to your loyalty, hard work, and dedication to our shared goals. We truly value the contributions you have made over the past five years and the positive impact you have had on our workplace culture.

In recognition of your commitment, please accept [mention gift, certificate, or bonus if applicable] as a token of our appreciation.

Thank you for your continued service. We look forward to many more successful years together.

Sincerely,

[Your Name]
[Your Title]
[Company Name]