[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Recognition of Your 10-Year Service Anniversary

Dear [Employee Name],

It is with great pleasure that we congratulate you on reaching your 10-year work anniversary with [Company Name].

Over the past decade, your dedication and hard work have been vital to our growth and success. We truly appreciate the commitment you have shown to the team and the expertise you bring to your role every day.

In recognition of this significant milestone, we are pleased to award you a one-time service bonus of $[Amount]. This bonus will be included in your next paycheck on [Date].

Thank you for ten wonderful years of service. We look forward to your continued success with us in the years to come.

Sincerely,

[Sender Name]
[Title]
[Company Name]