[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

On behalf of [Company Name], I would like to personally congratulate you on reaching your [Number] year anniversary with the company.

Achieving this milestone is a testament to your dedication, hard work, and loyalty. Over the past [Number] years, your contributions have played an integral role in our team's success and the overall growth of the organization. We truly value the expertise and positive attitude you bring to the office every day.

To show our appreciation for your continued commitment, [mention gift, bonus, or recognition details if applicable].

Thank you for being a vital part of our journey. We look forward to many more successful years working together.

Sincerely,

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