[Company Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Employee Name]
[Job Title]

Dear [Employee Name],

Congratulations on reaching your [Number of Years, e.g., 5th or 10th] anniversary with [Company Name]! We are incredibly proud to celebrate this significant milestone with you.

In recognition of your dedication, hard work, and the valuable contributions you have made over the past [Number] years, we are pleased to inform you of a milestone compensation adjustment.

Effective [Date], your [Annual Salary/Hourly Rate] will be increased to [New Amount]. This increase reflects our appreciation for your loyalty and your role in our company's success.

In addition to this adjustment, you will also receive a one-time anniversary bonus of [Bonus Amount], which will be included in your [Month] paycheck.

On behalf of the entire leadership team, thank you for being a vital part of our organization. We look forward to many more years of continued success together.

Sincerely,

[Name of Sender]
[Title]
[Company Name]