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

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

On behalf of the entire leadership team at [Company Name], I would like to extend my warmest congratulations on reaching your 20th anniversary with the company.

Achieving two decades of service is a remarkable milestone. Your dedication, expertise, and loyalty have played a vital role in our growth and success over the years. We are incredibly grateful for the commitment you have shown and the positive impact you have made within your department and the organization as a whole.

In recognition of this significant achievement and as a token of our appreciation, we are pleased to award you a loyalty bonus in the amount of [Amount]. This bonus will be included in your [Month] paycheck.

Thank you for twenty years of outstanding service. We look forward to your continued success and presence in the years to come.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]