[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Long-Term Service Bonus

Dear [Employee Name],

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

We sincerely appreciate your loyalty, dedication, and the significant contributions you have made to our team over the years. Your commitment has been an integral part of our success.

In recognition of your long-term service, we are pleased to award you a service bonus in the amount of [Amount/Bonus Description]. This bonus will be included in your paycheck on [Date].

Thank you for your continued hard work and for being a valued member of [Company Name]. We look forward to many more successful years together.

Sincerely,

[Manager Name/HR Representative Name]
[Title]
[Company Name]