[Company Name]

[Address]

[City, State, Zip Code]

[Date]

Dear [Employee Name],

Congratulations on reaching your 25th anniversary with [Company Name]. Achieving this "Silver Anniversary" milestone is a remarkable accomplishment that reflects your loyalty, dedication, and expertise.

In recognition of your a quarter-century of service, we are pleased to present you with a financial reward in the amount of $[Amount]. This bonus will be included in your [Month] paycheck.

Over the past 25 years, you have played an integral role in our growth and success. Your contributions have been invaluable, and we are truly grateful to have you as a member of our team.

Thank you for your hard work and commitment. We look forward to many more years of working together.

Sincerely,

[Manager Signature]

[Manager Name]
[Title]