[Company Name]
[Department/HR Office]
[Date]

[Employee Name]
[Employee ID]
[Job Title]

Subject: Recognition of Service and Longevity Pay

Dear [Employee Name],

It is with great pleasure that we congratulate you on reaching your [Number of Years]-year milestone with [Company Name]. We are writing to formally express our appreciation for your continued commitment and loyalty to the organization.

In recognition of your years of dedicated service, you are eligible for longevity pay. This one-time payment of $[Amount] will be included in your paycheck dated [Date].

Your hard work and contributions have been vital to our collective success. We value the experience and expertise you bring to your team every day, and we look forward to your continued growth with us.

Thank you for being an essential part of our company.

Sincerely,

[Sender Name]
[Sender Title]