[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

Congratulations on reaching your 10th anniversary with [Company Name]. We are writing to express our sincere gratitude for your decade of dedicated service.

To celebrate this significant milestone, we are pleased to award you a service bonus of $[Amount]. This bonus will be included in your [Month] paycheck.

Your hard work and commitment over the last ten years have played a vital role in our success. We truly value your contributions and are proud to have you on our team.

Thank you for ten wonderful years, and we look forward to your continued success with us.

Best regards,

[Manager Signature]

[Manager Name]
[Title]