[Date]

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

Dear [Employee Name],

Congratulations on reaching your [Number of Years]-year anniversary with [Company Name].

We are writing to express our sincere gratitude for your loyalty and dedication. Your hard work over the years has played a vital role in our company's success and growth. To show our appreciation for your long-term commitment, we are pleased to award you a longevity bonus in the amount of $[Amount].

This bonus will be included in your next paycheck on [Date].

Thank you for being a valued member of our team. We look forward to many more successful years together.

Sincerely,

[Your Name]
[Your Title]
[Company Name]