[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

On behalf of [Company Name], I would like to personally thank you for your [Number] years of dedicated service. Reaching this milestone is a testament to your loyalty and hard work.

Your contributions over the years have been invaluable to our team. We sincerely appreciate your commitment to excellence and the positive impact you have made on our workplace culture. It is employees like you who drive our success.

We are honored to have you with us and look forward to your continued success within the organization.

Congratulations on this achievement.

Sincerely,

[Signature]
[Manager Name]
[Title]