[Company Name]
[Department]
[Date]

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

Dear [Employee Name],

On behalf of [Company Name], I would like to personally congratulate you on reaching your [Number of Years]-year milestone of continuous service with the organization.

This achievement is a testament to your loyalty, dedication, and hard work. Since joining us on [Start Date], your contributions have played a vital role in our collective success. We truly value the expertise and commitment you bring to the team every day.

As a token of our appreciation, [mention gift, certificate, or bonus if applicable]. We are proud to have you as a member of our workforce and look forward to your continued success here.

Thank you for your years of dedicated service.

Sincerely,

[Signature]
[Name of Manager/Executive]
[Title]