[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: CONGRATULATIONS ON IMPECCABLE SERVICE**

Dear [CONTACT NAME],

We want to congratulate you, along with those of the [NAME OF DEPARTMENT OR COMPANY], on your [NUMBER] anniversary at [NAME OF COMPANY].

We have all benefited from your service and contributions to our company’s growth and development.

We greatly appreciate you for having given generously of your expertise and experience to our co-workers. You have earned the respect of everyone who has had the pleasure of working with you. We share with you a well-deserved accomplishment at having reached such a commemorable milestone.

We wish you many more rewarding years at [NAME OF COMPANY].

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]