

Service Milestone Recognition Letter

Subject: Celebrating [X] Years of Dedicated Service

Dear [Employee Name],

On behalf of [Company Name], I am delighted to congratulate you on reaching [X] years of service with our organization. This significant milestone is a testament to your loyalty, dedication, and the invaluable contributions you have made throughout your tenure.

Since joining us in [year], you have been an integral part of our success. Your work in [department/role] has consistently demonstrated excellence, and your growth from [initial position] to [current position] reflects your commitment to professional development and organizational goals.

Over the years, you have [list 2-3 specific achievements or contributions]. Your expertise in [specific area] has not only benefited your immediate team but has also positively influenced our entire organization.

Beyond your professional accomplishments, you have fostered a culture of [specific cultural contribution]—collaboration, mentorship, innovation, etc.]. Your positive attitude and willingness to support colleagues have made you a valued member of our workplace community.

As a token of our appreciation, please find enclosed [gift card/bonus/certificate/recognition award].

We look forward to many more years of working together and witnessing your continued success.

Thank you for your years of dedicated service and for being such an important part of our team.

With deepest appreciation,

[Your Name]

[Your Title]

[Company Name]

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