

Formal Birthday Letter to a Colleague

Subject: Wishing You a Happy Birthday

Dear [Colleague Name],

On behalf of the team at [Company Name], I would like to extend our warmest wishes to you on your birthday. Your dedication and contributions to our workplace have not gone unnoticed, and we hope your special day is filled with joy and happiness.

May the year ahead bring you continued success, health, and fulfillment.

Sincerely,

[Your Name]

[Position]

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